HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: Personnel File:
Thomas B. CASASIN (J. Richardson)

INCLUSIVE DATES:

CUSTODIAL UNIT/LOCATION:

ROOM:

DELETIONS, IF ANY:

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL
[illegible]	[illegible]	[illegible]	[illegible]

CASASIN, Thomas B.

1R

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER	2 NAME (LAST-FIRST-MIDDLE)	
0037033	[illegible]	PREPARED: 08/23/74

3 NATURE OF PERSONNEL ACTION	4 EFFECTIVE DATE (MO. DA. YR.)	5 CATEGORY OF EMPLOYMENT
CONTRACT TERMINATION (033MH71)	06 26 74	CAREER ASSOCIATE (F)

6 FUNDS	V TO V		V TO CF		7 FAN AND NSCA	8 CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF		4136-4292	

9 ORGANIZATIONAL DESIGNATIONS	10 LOCATION OF OFFICIAL STATION
DDO DIRECTORATE EUROPEAN DIVISION UNSAVANT	PARIS, FRANCE

11 POSITION TITLE	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
OPERATIONS OFFICER		

14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
(FULL TIME) [illegible]	0136.01	15 0	$ 36000 DOG: 020363 LEI: 052872

18 REMARKS
- - - - - - - - STATUS INFORMATION - - - - - - - -
BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01
CITIZENSHIP: US/BIRTH LONGEVITY COMP: 112049 FED SERVICE COMP: 030744
TYPE RETIREMENT: [illegible] HOSPITALIZATION: F PLAN:
FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT:
PAY BASIS: [illegible] A/L [illegible]: 8 S/L IND: 4
- - - - - - - - CONTRACT INFORMATION - - - - - - - -
EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572
REFERRING OFFICER: [illegible] REFR ORG: EUR PHONE: 7503
- - - - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - - - -
TAX STATUS: Y FED EXMP: STATE EXMP: STATE:
TRAVEL: [illegible] [illegible] EXMPT: Y HOUSING: A POST/EQUAL:
HOME LEAVE: [illegible] [illegible]: Y OFFSET CLAUSE: Y SID GOVT: Y
[illegible]: Y [illegible] PAY: N ALLOWANCE COMM: N EDUCATION:
[illegible] INC: N [illegible] TAX [illegible]: N OTHER ALLOWNS: N SEPARATION:

[illegible] PRECEDED BY AN ASTERISK * REFLECT CHANGED DATA

SIGNATURE OR OTHER AUTHENTICATION

Form 1150B 8-72 WG 9.72 | Use Previous Edition | SECRET | E 2 IMPDET CL BY 007622

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER	2 NAME (LAST-FIRST-MIDDLE): CASASIN THOMAS B — PREPARED: 06/11/72
3 NATURE OF PERSONNEL ACTION: INITIAL ENTRY	4 EFFECTIVE DATE: 05 15 72 — 5 CATEGORY OF EMPLOYMENT: CAREER AGENT (S)
6 FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF	7 FINANCIAL ANALYSIS NO. CHARGEABLE: 3136-1231 — 8 CSC OR OTHER LEGAL AUTHORITY
9 ORGANIZATIONAL DESIGNATIONS: DDP DIRECTORATE EUROPEAN DIVISION	10 LOCATION OF OFFICIAL STATION: PARIS, FRANCE
11 POSITION TITLE: OPS OFFICER	12 POSITION NUMBER — 13 CAREER SERVICE DESIGNATION
14 CLASSIFICATION SCHEDULE (GS, LB etc.): (FULL TIME) GS — 15 OCCUPATIONAL SERIES: 0136.01	16 GRADE AND STEP: 15 0 — 17 SALARY OR RATE: $ 33260 DOG: 020363 LEI: 052672

18 REMARKS

-------- STATUS INFORMATION --------
BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01
CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744
TYPE RETIREMENT: CIA R-D HOSPITILIZATION: F PLAN:
FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT:
PAY BASIS: A A/L IND: 6 S/L IND: 4
---------- CONTRACT INFORMATION ----------
EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572
REFERRING OFFICER: EUR PERS REFR ORG: EUR PHONE: 6913
------ ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES ------
TAX STAFF: Y FED EXMP: STATE EXMP: STATE:
TRAVEL: CHI OPS EXPNSE: Y HOUSING: A POST/EQUAL:
HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVT: Y
LEGISL PAY: Y PREMIUM PAY : N ALLOWANCE COMM: N EDUCATION:
STEP INCRS: N OTH TAX ENTL: N OTHER ALLOWNS : N SEPARATION:

SIGNATURE OR OTHER AUTHENTICATION

Form 1150B 7-66 MFG 2 72 — Use Previous Edition — SECRET — GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
0C037623	CASASIN THOMAS E		PREPARED: 10/15/73

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
LEGISLATIVE PAY ADJUSTMENT	10 14 73	CAREER ASSOCIATE (S)

6. FUNDS	V TO V		V TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V		CF TO CF	4136-424	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO DIRECTORATE EUROPEAN DIVISION UNSAVANT	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER		

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
(FULL TIME) GS	0136.01	15 0	$ 36000 LEI: 052873 DOG: 020363

18. REMARKS - - - - - - - - - STATUS INFORMATION - - - - - - - - - - - - - - - -

BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01
CITIZENSHIP: US/BIRTH LONGEVITY COMP: 112647 FED SERVICE COMP: 030744
TYPE RETIREMENT: CIA R-D HOSPITILIZATION: F PLAN:
FEGLI: YES PERM. GOVT SERV: 4 SAL. TASK LIMIT:
PAY BASIS: A W/G INC: 6 S/L INC: 4
- - - - - - - - - - - - CONTRACT INFORMATION - - - - - - - - - - - - - - - -
EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572
REFERRING OFFICER: EUR PERS REFR ORG: EUR PHONE: 7503
- - - - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - - - - -
TAX STAFF: Y FED EXMP: STATE EXMP: STATE:
TRAVEL: CHI OPS EXPNSE: Y HOUSING: A POST/EQUAL:
HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVT: Y
LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE COMP: N EDUCATION:
STEP INCRS: N OTH TAX ENTL: N OTHER ALLOWNS: N SEPARATION:

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SIGNATURE OR OTHER AUTHENTICATION

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(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
[illegible]	CASASIN, THOMAS [illegible] PREPARED: 0[illegible]/[illegible]/73

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	0[illegible] [illegible] 73	CAREER ASSOCIATE (S)

6. FUNDS	V TO V	V TO CF	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X CF TO CF	[illegible]	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO DIRECTORATE / EUROPEAN DIVISION / CONSAVANT	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER		

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
(FULL TIME) GS	0136.01	15 6	[illegible] 34971 LEI: [illegible]

18. REMARKS ---------- [illegible] INFORMATION ----------

[illegible] DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01
CITIZENSHIP: US/BIRTH LONGEVITY COMP: 11[illegible] FED SERVICE COMP: [illegible]
TYP RETIREMENT: CIA [illegible] HOSPITALIZATION: F PLAN:
FEGLI: YES PREV. GOVT SERV: A SAL. TASK LIMIT:
PAY BASIS: A A/L [illegible]: 6 S/L [illegible]: 4

---------- CONTRACT INFORMATION ----------

EFF DATE: 051572 EXPIRATION DATE: [illegible] DATE ORIG CONTRACT: 051572
REPORTING OFFICER: EUR [illegible] [illegible] PHONE: 7503

---------- ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES ----------

[illegible] STAFF: Y FED EXMP: STATE EXMP: STATE:
TRAVEL: [illegible] OP EXPENSE: Y HOUSING: [illegible] POST/EQUAL:
[illegible] LEAVE: 4 DIFFERENTIAL: Y OVRSEA CLAUS: Y [illegible] SERV: Y
[illegible] PAY: Y PREMIUM PAY: N CLEARANCE COMM: N EDUCATION:
STEP BONUS: N OTH TAX CRED: N OTHER ALLOWNS: N SEPARATION:

[illegible] ITEMS PRECEDED BY AN ASTERISK [illegible] EFFECT [illegible]

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SECRET
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NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
003783	CASASIN THCMAS B		PREPARED 01/19/73

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
MISCELLANEOUS CHANGE	01 12 73	CAREER AGENT (S)

6. FUNDS	V TO V	V TO C	7. FAN AND FISCA	8. CSC OR OTHER LEGAL AUTHORITY
	C TO V	X C TO C	3131-4252	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP DIRECTORATE NCA-OFFICIAL COVER ACT DIV	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER		

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
(FULL TIME) GS	0136.01	15 0	$ 34971 DCG: 020363 LEI: 052872

18. REMARKS - - - - - - - - - STATUS INFORMATION - - - - - - - - - - - - - - - -

BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01
CITIZENSHIP: US/BIRTH LONGEVITY COMP:*112049 FED SERVICE COMP: 030744
TYPE RETIREMENT: CIA R-C HOSPITILIZATION: F PLAN:
FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT:
PAY BASIS: A A/L INC: 8 S/L INC: 4
- - - - - - - - - - CONTRACT INFORMATION - - - - - - - - - - - - - - -
EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572
REFERRING OFFICER: NCCAC PERS REFR ORG: NCCA PHONE: 5050
- - - - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - - - - -
TAX STAFF: Y FED EXMP: STATE EXMP: STATE:
TRAVEL: CHI OPS EXPNSE: Y HOUSING: A POST/EQUAL:
HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVT: Y
LEGISL PAY: Y PREMIUM PAY : N ALLOWANCE COMP: N EDUCATION:
STEP INCRS: N OTH TAX ENTL: N OTHER ALLOWNS : N SEPARATION:

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NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)	
0037833	CASASIN THCMAS B	FALP/RED:01/15/73

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
LEGISLATIVE PAY ADJUSTMENT	01 07 73	CAREER AGENT (S)

6. FUNDS	V TO V	V TO CF	C TO V	X	CF TO CF	7. FAN AND NOCA	8. CSC OR OTHER LEGAL AUTHORITY
				X		3131-4292	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP DIRECTORATE NCA-OFFICIAL COVER ACT DIV	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER		

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
(FULL TIME) GS	0136.01	15 0	$* 34971 DCG: 020363 EEL: 052872

18. REMARKS

---------- STATUS INFORMATION ----------

BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01
CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744
TYPE RETIREMENT: CIA R-D HOSPITILIZATION: F PLAN:
FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT:
PAY BASIS: A A/L IND: 8 S/L IND: 4

---------- CONTRACT INFORMATION ----------

EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572
REFERRING OFFICER: NOCAC PERS REFR ORG: NOCA PHONE: 5050

---------- ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES ----------

TAX STAFF: Y	FED EXMP:	STATE EXMP:	STATE:
TRAVEL: CHI	OPS EXPNSE: Y	HOUSING: A	POST/EQUAL:
HOME LEAVE: 4	DIFFERENTIAL: Y	OFFSET CLAUSE: Y	STD GOVT: Y
LEGISL PAY: Y	PREMIUM PAY : N	ALLOWANCE COMM: N	EDUCATION:
STEP INCRS: N	OTH TAX ENTL: N	OTHER ALLOWAS : N	SEPARATION:

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SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)	
[illegible]	CASASIN THOMAS B	PREPARED: 11/03/72

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
MISCELLANEOUS CHANGE	11 01 72	CAREER AGENT (S)

6. FUNDS		V TO V		V TO O	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
		O TO V	X	O TO O	3131-4292	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP DIRECTORATE NON-OFFICIAL COVER ACT DIV	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER		

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
(FULL TIME) GS	0136.01	15 0	$ 33260 DOG: 020363 LEI: 052872

18. REMARKS

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- - - - - - - - - - STATUS INFORMATION - - - - - - - - - - - - - -
BIRTH DATE:        24  SEX: M       MARITAL ST: DIV    NO. DEPENDENTS: 01
CITIZENSHIP: US/BIRTH  LONGEVITY COMP:          FED SERVICE COMP: 030744
TYPE RETIREMENT: CIA R-D                HOSPITALIZATION: F   PLAN:
FEGLI: YES               PREV. GOVT SERV: 4       SAL. TASK LIMIT:
PAY BASIS: A             A/L IND: 3               S/L IND: 4
- - - - - - - - - - - CONTRACT INFORMATION - - - - - - - - - - - - -
EOD DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572
REFERRING OFFICER: N'CAD PERS      REFR ORG: NOCA      PHONE: 5050
- - - - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - - - - - -
TAX STAFF: Y      FED EXMP:              STATE EXMP:         STATE:
TRAVEL: CHI       OPS EXPNSE: Y          HOUSING: A          POST/EQUAL:
HOME LEAVE: 4     DIFFERENTIAL: Y        OFFSET CLAUSE: Y    STD GOVT: Y
L GISL PAY: Y     PREMIUM PAY : N        ALLOWANCE COMP: N   EDUCATION:
STEP INCRS: N     OTH TAX ENTL: N        OTHER ALLOWNS : N   SEPARATION:
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SIGNATURE OR OTHER AUTHENTICATION

SECRET
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NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)	
0037833	CASASIN THOMAS B	PREPARED:09/29/72

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 20 72	CAREER AGENT (S)

6. FUNDS		V TO V		V TO O	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		O TO V	X	O TO O	*3131-4292	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
*DDP DIRECTORATE *NON-OFFICIAL COVER ACT DIV	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER		

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
(FULL TIME) GS	0136.01	15 0	DOG: 020363 $ 33260 LEI: 052872

18. REMARKS

- - - - - - - - STATUS INFORMATION - - - - - - - - - - - - - - - -

BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01
CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744
TYPE RETIREMENT: CIA R-D HOSPITILIZATION: F PLAN:
FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT:
PAY BASIS: A A/L IND: 8 S/L IND: 4

- - - - - - - - CONTRACT INFORMATION - - - - - - - - - - - - - -

EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572
REFERRING OFFICER: *NOCAD PERS REFR ORG: *NOCA PHONE: *5050

- - - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - - - - -

TAX STAFF: Y	FED EXMP:	STATE EXMP:	STATE:
TRAVEL: CHI	OPS EXPNSE: Y	HOUSING: A	POST/EQUAL:
HOME LEAVE: 4	DIFFERENTIAL: Y	OFFSET CLAUSE: Y	STD GOVT: Y
LEGISL PAY: Y	PREMIUM PAY : N	ALLOWANCE COMM: N	EDUCATION:
STEP INCRS: N	OTH TAX ENTL: N	OTHER ALLOWNS : N	SEPARATION:

NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA

SIGNATURE OR OTHER AUTHENTICATION

Form 1150B 7-66 MFG 2 72 Use Previous Edition (4-51)

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GROUP 1 Excluded from automatic downgrading and declassification

78-02869R
Box 5

1437 SECRET FRP: . . . .

DEFERRED TELEPOUCH

CONF: IP/DP-11 INFO: FILE, RF, (13/P)

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78 0582111 PAGE 001
TOT: 190843Z APR 78 WASHINGT 208255

S E C R E T
DEFERRED TELEPOUCH 190843Z WASHINGTON 208255
TO: PARIS.

FROM: E/F/S INFO E/D/PERS, E/D/HF, OP/CPD, CCS/CSB, OED/NOC

SUBJECT: ADMIN BCHAWK WOGAME - THOMAS B. CASASIN (P)

1. ACCORDING TO MOC ON THOMAS B. CASASIN, RTACTION OBLIGATION TO REIMBURSE CASASIN FOR COST OF SHIPPING UP TO ONE THOUSAND (1000) POUNDS OF HHE FROM FRANCE TO WODUAL, EXPIRED AS OF 31 DECEMBER 1977. ALL OTHER COMMITMENTS, INCLUDING EXTENSION OF CASASIN'S SERVICES UNDER MOC, EXPIRED 31 DEC 77 ALSO.

2. FYI: UNSAVANT PROJECT FOR CASASIN WAS TERMINATED AT END OF FY 76 REPEAT FY 76. PROJECT FILE BEING CLOSED AS ALL ASPECTS OF THIS CASE TERMIN ATD.

3. FILE: 029-006-252/2; 201-0933259. E2 IMPDET.>
ORIG: E/F/S (SANDY DELONG X9487 14 APR 78); COORD: C/E/D/PERS (DUTER), E/D/BF (YOW), OP/CPD (BROOKS), CCS/CSB (FOR INFO), OED/NOC (FOR INFO); REL: C/E/F (HORNSTEIN). CL BY 061308.

END OF MESSAGE SECRET

SECRET

MEMORANDUM OF ORAL COMMITMENT

DATE 2[illegible] 1975

TO: OFFICE OF FINANCE

VIA: CHIEF, EUR AND CONTRACT PERSONNEL DIVISION

FROM: CONTRACT APPROVING OFFICER, PARIS

SUBJECT: ENGAGEMENT OF SXXXXXXXXXXXXXXXXX [illegible] (Independent Contractor) as (Contract Employee)

1. TERM AND ACTIVITY CHARGE - Subject individual has been engaged under oral contract for use under Activity [illegible], effective 1 July 1975 XXXXXXXXXXX until ~~the obligation is~~ XXXXXXXXXXXXXXXXXXX XXXXXXXXXX completed *but not to exceed 31 December 1977.* [illegible]

2. SECURITY APPROVAL - The appropriate security approval for subject's use has been obtained. Type (former Career -Associate) dated ____________.

3. CITIZENSHIP - Subject (is) (is not) a WODUAL Citizen.

4. COMPENSATION - Subject will be paid nothing per ________ in ________ currency. Describe any other compensation in the nature of bonus commitments, gifts, loans, currency conversions or other ________

5. TAXES - Explain method of collection when appropriate FLAT RATE (N/A, FR 20-18d applies, to be determined by Headquarters)

6. QUARTERS AND/OR SUBSISTENCE - Quarters Allowance N/A per ________.

Subsistence Allowance ________ per ________.

7. OPERATIONAL EXPENSES - N/A

a. Travel expenses (will) (will not) be reimbursed. Fixed Payment ________. Regular Accountings ________. Allowance of ________ per ________.

b. Other operational expenses (will) (will not) be reimbursed.
Type Expense ________; Method of Accounting ________.
Type Expense ________; Method of Accounting ________.
Type Expense ________; Method of Accounting ________.

8. OTHER COMMITMENTS - *Describe [illegible] will reimburse CASASIN for costs of shipment of up to 1000 (one thousand) [illegible] at the conclusion of cover employment from Paris, France to [illegible]. (Scheduled for 31 May 1977)

9. CONTINGENT OBLIGATIONS - (Not promised Subject but may have to be met) *Describe ________

NO COMMITMENTS OTHER THAN THOSE DESCRIBED ABOVE HAVE BEEN MADE TO SUBJECT.

SIGNED: *[signature]*
Case Officer

REVIEWED: *[signature]*
Special Contracting Officer
1/3/76

APPROVED: *[signature]*
Field Contracting Officer

*Certain special benefits or commitments require prior Headquarters approval i.e., leave, retirement, death, disability, missing in action, resettlement, escrow accounts, citizenship assistance, emergency assistance, bonus payments, and other unusual items.

DISTRIBUTION:
Orig & 1 - Headquarters
1 - Station Finance
1 - Subject File

SECRET

14-00000

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED	CONFIDENTIAL	SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/Pers/SP 23 FEB 1976		
2			
3	AD/Pers 1976	25 FEB 1976	
4	C/CPD		
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks: Recommend AD/Pers approval (albeit retroactively) of the attached request from the Chief, EUR Division to extend the MOC for Thomas B. CASASIN (P) as an independent contractor without compensation beginning 1 July 1975. The only benefit payable under the MOC will be a taxable payment for the shipment in 1977 of 1,000 lbs., of personal effects from Paris to the United States.

Subject, now age 52, retired under CIARDS 28 June 1974 as a GS-15 (Step 10) career associate. On 24 June 1974, D/Pers approved a request to engage him as an independent contractor for a one-year period beginning 1 July 1974 at an annual fee of $8,000.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
C/CPD, 5 E 67, Hqtrs 7841	23 Feb 76

UNCLASSIFIED	CONFIDENTIAL	SECRET

FORM NO. 237 Use previous editions (40)

14-00000

SECRET

76-0561

76-376

29 JAN 1976

MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Operations

FROM: Chief, European Division

SUBJECT: Request for Extension of the Services of Thomas B. CASASIN (P), Retired Annuitant, under a Memorandum of Oral Commitment

1. Action Requested: Your approval is requested to extend the services of Thomas B. CASASIN (P) under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December 1977. The only compensation to CASASIN would be money equivalent to shipment costs for a maximum of 1,000 pounds of personal effects from Paris, France, to the United States. Since CASASIN is an Independent Contractor, the amount of money given CASASIN will be considered taxable income for tax year 1977.

2. Basic Data and Background: CASASIN, born 20 January 1924, has been employed by the Agency since 1949. Twelve years of this period were spent as a Staff Employee, seven of which were at Headquarters and five years, 1955-1960, were spent in Tokyo. In 1962 CASASIN was assigned to Paris under nonofficial cover as a Staff Agent. In 1972 he was converted to Career Associate status to coincide with his cover employment with UNESCO, a position he attained on his own initiative. CASASIN retired as a GS-15, Step 10, on 30 June 1974 and with proper Headquarters approvals was utilized by Paris Station as an Independent Contractor, effective 1 July 1974. His compensation was in accordance with the 90 percent provision of HR 20-13 a(1) (c) (1).

3. Staff Position: Due to his growing employment involvement at UNESCO, CASASIN requested, and the Paris Station agreed, not to renew his written Independent Contract, due for renewal 1 July 1975. However, since CASASIN is willing to meet informally

E2 IMPDET
CL BY 057567

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with the Station, the Station requests a Memorandum of Oral Commitment to be effective for the period CASASIN remains in UNESCO's employ, which is expected to terminate in 1977. CASASIN's experience as an Operations Officer and, specifically, experience and operational contacts derived through his present employment position in Paris are sufficiently valued by the Paris Station to request the continuation of CASASIN's services under a Memorandum of Oral Commitment.

4. Recommendation: Your approval is requested to continue CASASIN's services under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December 1977 with total compensation being money equivalent to the cost of shipping a maximum of 1,000 pounds of personal effects from Paris, France, to the United States.

William W. Wells
Chief, European Division

CONCUR:

Deputy Director for Operations — Date: 17 Feb 1976

APPROVED:

A Director of Personnel — Date: 25 FEB

DISAPPROVED:

Director of Personnel — Date

SECRET

CONFIDENTIAL

MEMORANDUM FOR: Chief, Contract Personnel Division

THROUGH : Career Management Group, Contract Personnel Branch

SUBJECT : Thomas B. CASASIN (P) Termination of contract

This is to advise you that Thomas B. CASASIN'S (P) contract expired 30 June 1975. It is requested that CASASIN'S contract be terminated effective that date.

Gerald K. Hughes, Jr.
Chief, Personnel Section
European Division

APPROVED:
/s/ [illegible] W. Sandman
Special Contracting Officer

E2 IMPDET
CL BY 027164

CONFIDENTIAL

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CONFIDENTIAL

2 8 JUN 1974

MEMORANDUM FOR : Deputy Director for Management and Services

SUBJECT : Request for Voluntary Retirement - ~~Mr. Jacques C. Richardson~~ Casasin, Thomas B.

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade : GS-15 Equiv. Position	: Career Associate
Career Service	: Operations
Office/Division	: Europe Division
Date Requested for Retirement	: 28 June 1974
Age at that Date	: 50
Years of Creditable Service	: 30
Years of Agency Service	: 24
Years of Qualifying Service	: 19

3. The applicant's Career Service and the CIA Retirement Board recommended that the request be approved. I endorse these recommendations.

B. DeFelice
A Director of Personnel

4. The recommendation contained in paragraph 3 is approved:

/s/ Harold L. Brownman

Deputy Director for Management and Services

Date

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3585 (4-74)

E 2 IMPDET CL BY 026653

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CERTIFICATION BY THOMAS B. CASASIN
CAREER ASSOCIATE, AS TO EXPENDITURES OF
ADMINISTRATIVE ALLOWANCE

I certify that the Administrative Allowance payments made to me in accordance with the provisions of the Addendum to the Agency contract dated 5 August 1972 and any amendments and extensions thereto have, to the best of my knowledge and belief, been used substantially for the purpose for which provided and have not accrued to my personal advantage or enrichment.

[illegible]	SIGNED
Date	Thomas B. Casasin

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CL by: 063837

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STAFF 162304Z DIRECTOR 696231

CONF: EUR 4 INFO: FILE CMG/NOC 3 CMG/MS CCS 2 DISSEM BY: 83

PER

TO: PARIS.

WODEEP ADMIN

REFS: A. PARIS 56954 | IN 578647 |

B. OFAT-1377, 29 MAY 74

NEED TO KNOW DATE WHEN CASASIN WILL CONCLUDE UNCAIRD EMPLOYMENT. SECTION I (C) NOC STATUS REPORT FORWARDED REF B STATES HE ON THREE-YEAR EXTENSION CONTRACT WITH UNCAIRD TO END JUNE 1977. PLS ADVISE. E2 IMPDET.

X/EUR/PERS Stephen C. Ertz

CMG/NOC GEORGE MARLING (PHONE)

E/NOC E. Sullivan

E/BF P. Yeew

DATE: 16 MAY 75
ORIG: BARBARA GENTILE
UNIT: E/F/S
EXT: 9487

C/E/SS

AC/E/F

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ACTION UNIT: DIR 9

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ACTION #

T 011629 EIA530 PAGE 01-01 IN 578647

TOR:131043Z MAY 75 PARI 56954

S E C R E T 131003Z MAY 75 STAFF

CITE PARIS 56954

TO: DIRECTOR,

WODEEP ADMIN

1. THOMAS B. CASASIN HAS GIVEN NOTICE THAT HE DOES NOT INTEND TO RENEW HIS CONTRACT WHICH TERMINATES 30 JUNE 1975. HE CITES HIS GROWING INVOLVEMENT AT UNCAIRD AS THE REASON.

2. HE HAS AGREED TO FUTURE MEETINGS WITH STATION OFFICERS ON AN INFORMAL BASIS. FOR HIS CONTINUING COOPERATION HE ASKS ONLY THAT HIS ENTITLEMENT FOR SHIPMENT OF HEE TO THE U.S. BE KEP OPEN UNTILHE CONCLUDES HIS UNCAIRD EMPLOYMENT. STATION WILL WRITE A MOC COVERING THIS CONTINGENCY. PLEASE ADVISE YOUR CONCURRENCE.

E-2 IMPDET

S E C R E T

SECRET

DATE: 20 May 1975

CTC NO. 210

MEMORANDUM FOR: Director of Finance

ATTENTION : Chief, Compensation and Tax Division

THROUGH : Chief, Contract Personnel Division

SUBJECT : Tax Assessment for Thomas S. CARASIN

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

Assessment Rate (Percentage)	Effective Date	Tax Year
Twenty-three and seven-tenths (23.7) per cent	1 May 1975	

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

GEORGE S. POWELL
Executive Secretary
Covert Tax Board

CONTRACT APPROVAL:
/s/ Charles W. Sandman — 22 MAY 1975

Chief, Contract Personnel Division — Date

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SECRET

DATE: [illegible] December 1974

CTC NO. 210

MEMORANDUM FOR: Director of Finance

ATTENTION : Chief, Compensation and Tax Division

THROUGH : Chief, Contract Personnel Division

SUBJECT : Tax Assessment for Thomas B. CASASIN (P)

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

Assessment Rate (Percentage)	Effective Date	Tax Year
Twelve and nine-tenths (12.9)	1 December 1974	1975

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

[illegible]
Executive Secretary
Covert Tax Board

CONTRACT APPROVAL:

/s/ Rogers C. Brooke — Chief, Contract Personnel Division

26 DEC 1974 — Date

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OFAT-1492
6 Aug 74

CONFIDENTIAL

FITNESS REPORT	NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.

SECTION A. GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
128609	CASASIN, Thomas B. (P)	20 Jun 24	M	GS-15	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION
Career Associate - Ops Officer	DDO/EUR	Paris

10. TYPE OF APPOINTMENT

X	CAREER		CAREER PROVISIONAL		RESERVE
	CONTRACT		SPECIAL		TEMPORARY

11. TYPE OF REPORT

	ANNUAL		21-MONTH		30-MONTH	X	REASSIGNMENT		SPECIAL

12. REPORTING PERIOD (From-to): 1 January 74-30 June 74

13. DATE REPORT DUE IN O.P.:

SECTION B PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1 SEE ATTACHED MEMORANDUM IN LIEU.	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	

FORM 3-73 45N

CONFIDENTIAL

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(4)

14-00000

C O N F I D E N T I A L

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT : Thomas B. CASASIN

PERIOD COVERED: January - June 1974

Although I have been the Station case officer for Subject only since January 1974, I have been acquainted with his performance for the Station for the past 5 1/2 years through my assignment in the French Branch at Headquarters and, for the past 2 1/2 years, as the Station officer responsible for UNCAIRD operations. I have always considered CASASIN to be a highly skilled, experienced senior case officer thoroughly devoted to the work of BKHERALD. He is becoming increasingly effective in his present cover position at UNCAIRD, operating against both Soviet and PRC targets, and I am delighted that he has agreed to continue his cooperation with the Station as a field agent following his retirement from BKHERALD effective 30 June 1974. CASASIN can look back with pride over his years of service with BKHERALD but he can also look forward to additional years of highly useful, productive work for Paris Station.

CASASIN's attitude can best be summed up by a comment on my first operational meeting with him following his official retirement. He instinctively went immediately to a discussion of operations, not of retirement. I am confident that CASASIN will continue to be a highly motivated, effective asset of Paris Station, and I wish him well.

John H. Kenney
Operations Officer

C O N F I D E N T I A L

14-00000

C O N F I D E N T I A L

SECTION D

The attached Memorandum in Lieu of a Fitness Report should be read in conjunction with the NOC Status Report on Subject for the period ending 31 March 1974; these reports overlap somewhat in the period covered. As has been indicated by both Russell N. SKOGSBERG, who prepared Section I, and George T. HEMSLEY, who prepared Section III of the NOC Status Report, Subject is an impressive officer who has developed superb cover for himself but who has been only reasonably effective in identifying, developing and turning over useful access agents to the Station. While endorsing the general thrust of the Memorandum in Lieu of a Fitness Report, the undersigned also feels that Subject should bring a sharper focus to bear on developing in-depth relationships with those persons who have the potential of becoming quality access agents to priority targets. Subject meets and knows many people in his milieu, including Soviets; he reports in considerable volume on these contacts. We encourage him to concentrate on a few of these contacts and to plumb them to their depths. The undersigned joins SKOGSBERG in wishing Subject well and in paying recognition to his motivation and his attitude.

Subject's Specific Duties remained essentially as described in his previous Fitness Report (for the period 1 January - 31 December 1973). I would rate him on these Specific Duties as he was previously rated.

/s/ Oleg Selsky

Operations Officer

C O N F I D E N T I A L

CONFIDENTIAL

FITNESS REPORT - FIELD TRANSMITTAL

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel.

SECTION A, items 2, 3, 7, and 8.

SECTION D, items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (in pseudonym)
including Section D.	6 Aug 74	Thomas B. Casasin Thomas B. CASASIN

2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS.

DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym)
	Edwin E. Havens for Russell N. SKOGSBERG

DATE	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (in pseudonym)
	Edward J. HEROSIAN Edward J. Herosian

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E2, IMPDET CL. BY. 007622

(04-47)

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SECRET

DATE: 23 July 1974

CTC NO. 110

MEMORANDUM FOR: Director of Finance

ATTENTION : Chief, Compensation and Tax Division

THROUGH : Chief, Contract Personnel Division

SUBJECT : Tax Assessment for Thomas B. CASASIN

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

Assessment Rate (Percentage)	Effective Date	Tax Year
Eighteen and seven-tenths (18.7)	23 June 1974	1974

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

Executive Secretary
Covert Tax Board

CONTRACT APPROVAL:

/s/ Charles W. Sandman
Chief, Contract Personnel Division

25 JUL 1974
Date

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S E C R E T 201107Z SEP 74 STAFF

CITE PARIS 51247 (HEMSLEY ACTING)

TO: DIRECTOR.

ADMIN PERS

REF: DIRECTOR 599151

EDWIN E. HAURONIC WITNESSED SIGNING OF CASASIN'S CONTRACT. E2 IMPDET.

SECRET

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CONFIDENTIAL

MEMORANDUM FOR: Chief, Contract Personnel Division

THROUGH : CMG/CP

SUBJECT : Inclusion of HHE shipment in contract for Independent Contractor, Thomas B. CASASIN (P)

1. It is requested that the new contract for Thomas B. CASASIN (P) include shipment of HHE for him and his dependents and POV as well as storage of household effects.

2. CASASIN retired from the Agency 28 June 1974, and by regulation is entitled to movement of HHE up to one year. An extension of an additional six months can be requested, but beyond that CASASIN would not be covered.

3. EUR has been granted approval to hire CASASIN under a Paris Station project. His cover job contract has been approved until May 1977, at which time he plans to return to the United States.

4. Therefore, EUR recommends his contract include the benefits of shipment of HHE, POV, and storage of goods to his place of legal residence upon the successful completion of his services.

George W. Owens
Chief, Personnel Section
European Division

CONCUR:

CMG/CP

19 JUL 1974
Date

E2 IMPDET
CL BY 033769

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
CCS/CSB GH-43 Hqs.	5029	CSB 74-254
		DATE: 27 June 1974

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. OP/CPD 5E-69 Hqs.				This individual is being retained as an independent contractor after retirement. Geo. P.
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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CSB 74-254

26 June 1974

MEMORANDUM FOR: Chief, Retirement Affairs Division

SUBJECT: Mr. Jacques G. Richardson

1. This is to advise you that Mr. Richardson will be placed under the covert annuity plan administered by the Cover and Commercial Staff effective upon his retirement in June 1974. He has also been placed under the Combined Group Investments (C.G.I.) plan for hospitalization insurance.

2. All future correspondence with Mr. Richardson will be handled through the Cover and Commercial Staff.

GEORGE S. POWELL
Chief
Cover Support Branch
Cover & Commercial Staff

E2 IMPDET
CL BY 063851

SECRET

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Jacques Richardson

Sal. 36,000

90% 32,400

Annuit 22-24 K.

8000 is within 90% rule

Age 50

H [signature]

14-00000

Thomas B. CASASIN GS-15[10]

22,332 annuity per annum

36,000 current salary GS-15[10]
3600 less 10%
32,400
22 332 less annuity
10,068

Annuity figure from Bill Madigan, ROB,
27 Jan 74
CMS

SECRET

74-3322

26 JUN 1974

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Operations

SUBJECT : Request for Approval to Utilize Thomas B. CASASIN (P) as an Independent Contractor

REFERENCE : DD/P 6-1818, 2 May 1966

1. Action Requested: The European Division requests approval to utilize Thomas B. CASASIN (P) as an Independent Contractor subject to the terms regarding employment of annuitants as set forth in the reference. CASASIN has just opted for retirement under the Agency Retirement Program effective 28 June 1974.

2. Basic Data or Background: CASASIN, born 20 January 1924, has been employed by the Agency since 1949. He held several positions in Headquarters and from February 1955 until October 1960 served in Tokyo. Until his departure for Paris he served as a Branch Chief in the then SR Division. In 1962 CASASIN was assigned to Paris under non-official cover as a Staff Agent to work on the Soviet target. He remained a Staff Agent until his conversion to Career Associate status in 1972.

3. Staff Position: In 1972, with Paris Station approval, CASASIN on his own initiative obtained an editorial position with IDENTITY. This cover job affords him the unique opportunity to establish and maintain contact and access to a variety of target personalities. Despite a heavy cover load, he has been able to make useful operational contributions

E2 IMPDET
CL BY 055747

SECRET

to the overall Station effort against the Soviet Bloc and more recently, the PRC target. His current appointment with IDENTITY has recently been extended until 31 May 1977. We would like to continue to utilize CASASIN's professional talents and his natural sustained access to priority targets in IDENTITY. CASASIN will retire at the GS-15 step 10 level. In accordance with Agency regulations CASASIN's proposed gross annual contract salary of $8,000 plus his annuity will not exceed ninety percent of his salary at the time of retirement.

4. Recommendation: It is requested that approval be granted to employ Thomas B. CASASIN (P) as an Independent Contractor.

A Roosevelt

Archibald B. Roosevelt, Jr.
Chief, European Division

CONCUR:

William E. Nelson
Deputy Director for Operations — Date 27 July 1974

APPROVED:

Wm. Janney
Director of Personnel — Date 27 June '74

DISAPPROVED:

Director of Personnel — Date

14-00000

CONFIDENTIAL

7 AUG 1974

MEMORANDUM FOR: Chief, Contract Personnel Division

THROUGH : CMG/CP

SUBJECT : Termination of Contract for Thomas B. CASASIN (P)

This is to inform you that Career Associate Thomas B. CASASIN (P) retired from the Agency on 28 June 1974. His contract is terminated effective as of that date.

George W. Owens
George W. Owens
Chief, Personnel Section
European Division

Distribution:
Original & (1) - Adse.

APPROVED:
/s/ Charles W. Sandman
Special Contracting Officer

E2 IMPDET
CL BY 033769

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MEMORANDUM FOR: Office of Finance

FROM : Administrative Allowance Committee

SUBJECT : Fixed Allowance Amendment for

Career Associate, Thomas B. CASASIN

1. Effective 28 April 1974, to offset dollar appreciation, the fixed allowance for Subject is revised by substituting the figure $13,741 for the figure $14,981.

2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

BY [signature]

APPROVED:

[signature]
for Allowance Committee

SECRET

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CL by: 063837

SECRET

AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM
For **Career Associate, Thomas B. CASASIN**

Mr. Thomas B. Casasin

Mr. Casasin

Effective the day following your departure from **Paris, France** for home leave, paragraph (A) entitled "Fixed Allowances" of your current Allowance Committee Addendum (as amended) is hereby (further) amended:

1) By substituting the figure **$6,877** for the figure **$13,741**; and

2) By extending the period covered through the day prior to your PCS return to **Paris, France** following home leave.

All other provisions of your Allowance Committee Addendum (as amended) remain in full force and effect.

UNITED STATES GOVERNMENT

BY ____________________
Contracting Officer

APPROVED:

____
Allowance Committee

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CL BY: 0[illegible]

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SECRET

DATE: 14 November 1973

CTC NO. 210

MEMORANDUM FOR: Director of Finance

ATTENTION : Chief, Compensation and Tax Division

THROUGH : Chief, Contract Personnel Division

SUBJECT : Tax assessment for Thomas B. CASASIN (P)

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. An acknowledged Letter of Tax Instruction ______________ forwarded. The ______________ advised of this assessment. This rate is to be applied to the individual's gross taxable earnings.

Assessment Rate (Percentage)	Effective Date	Tax Year
Twenty-eight and seven-tenths (28.7)	9 December 1973	1974

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

George S. Powell
GEORGE S. POWELL
Executive Secretary
Covert Tax Board

CONTRACT APPROVAL:

/s/ Charles W. Sandman — 16 Nov 1973

Chief, Contract Personnel Division — Date

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MESSAGE HANDLING INDICATOR / DATE TIME GROUP / SITE / MESSAGE REFERENCE NUMBER

STAFF 112330Z DIRECTOR 465807

CONF: EUR8 INFO: FILE OF2 CMB/NOC4 CCS2 DISSEM BY: 47

0 INDEX
0 NO INDEX
0 RETURN TO PER
0 IP FILES #

TO: PARIS.

ADMIN FINANCE WODEEP

1. REQUEST THOMAS B. CASASIN FORWARD HQS ASAP COPIES OF HIS COVER PAY STATEMENTS FOR FEB & MARCH 73.

2. LATEST COVER PAY STATEMENTS INDICATE INCREASE ALLOWANCE OF $260.67 PER MONTH MADE IN FEB OR MARCH 73. COVER PAY OFFSET 1 FEB 73 THRU 15 SEPT 73 WAS $12,631.28. ANALYSIS BASED ON COVER PAY STATEMENTS IN HAND HQS FOR APRIL, MAY & JUNE 73 EXTENDED THRU 15 SEPT 73 INDICATES OFFSET SHOULD HAVE BEEN $14,307.57, WHICH RESULTS IN REFUND DUE FROM CASASIN OF $1,676.29. NET PAY DUE NOW $787.87 PER PAY PERIOD. ALL NET PAY DUE CASASIN WILL BE WITHHELD UNTIL REFUND DUE - $1,676.29 IS LIQUIDATED.

3. IF PROPOSED METHOD OF REFUND REPAYMENT CITED PARA 2 ABOVE UNACCEPTABLE TO CASASIN, PLEASE ADVISE. E2 IMPDET.H

DATE: 11 OCT 73
ORIG: J. A. PAVLICK
UNIT: E/BF
EXT: 86657

OF/C&TD/D. LAUREY/TELECOORD

C/E/SS — RELEASING OFFICER — C/E/F — COORDINATING OFFICERS — E/BF — AUTHENTICATING OFFICER

CLASSIFICATION

E 2 IMPDET
CL BY:

CONFIDENTIAL

SECRET

MEMORANDUM FOR: Office of Finance

FROM : Administrative Allowance Committee

SUBJECT : Fixed Allowance Amendment for

Career Associate, Thomas B. CASASIN

1. Effective 1 July 1973, to offset dollar depreciation, the fixed allowance for Subject is revised by substituting the figure $14,981 for the figure $13,494.

2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

BY Kenneth C. Rushbrook
Contracting Officer

APPROVED:

Heather W. Balicia
for Allowance Committee

SECRET

E2IMPDET
CL by: 026715

14-00000

SECRET

27 June 1973

MEMORANDUM FOR: Office of Finance

FROM : EUR/Contract Personnel

SUBJECT : Changes in Financial Analysis Number
Personal Services of Thomas B. CASASIN (P)
OBJECT CLASS: ____________________

It is requested that the cost of personal services for subject Career Agent ~~XXXXXXXXXXXXXXX~~ be changed, effective the pay period beginning 1 July 1973 from Financial Analysis Number 3131-4292 to 4136-4292 (UNSAVANT)

EUR DIVISION BUDGET OFFICER

APPROVED:
Special Contracting Officer

SECRET

14-00000

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D TRANSMITTAL - FITNESS REPORT

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmittal to Headquarters:

SECTION A, Items 1, 6, and 7

SECTION D, Items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (In pseudonym)
		Thomas B. CASASIN

2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS

DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (In pseudonym)
	Reginald M. GUNION
DATE	**TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (In pseudonym)**
31 January 73	Joseph H. RILANDER

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

FORM 4-62 45a OBSOLETE PREVIOUS EDITIONS. SECRET (4)

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CASASIN, Thomas B.	20 Jan 24	M	CS-15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
		Paris

9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
X CAREER	RESERVE	TEMPORARY	INITIAL		REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)			X ANNUAL		REASSIGNMENT EMPLOYEE
SPECIAL (Specify):			SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
28 February 1973	1 February - 31 December 1972

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S-Strong	Performance is characterized by exceptional proficiency.
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Maintenance of effective NOC status and functioning as a WOMACE officer in this situation	O
SPECIFIC DUTY NO. 2: Maintains direct long-term contact with CKPOLAR personnel and exploits these contacts for operational objectives.	O
SPECIFIC DUTY NO. 3: Provides spotting reports on wide range of contacts and follows up with additional meetings when individual is of special interest to Station	S
SPECIFIC DUTY NO. 4: Responds to Station requirement for information on individuals or organizations	S
SPECIFIC DUTY NO. 5: Operational reporting	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 7-66 45 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period covered by this report, subject began a new job in an upper-level, executive capacity with an international organization. He obtained this job without BKHERALD assistance and the salary offsets approximately 60% of the total cost of this activity. This cover job was possible because of subject's extensive, solid background in scientific journalism and his French fluency. His cover is impeccable because he is capable of a first class, professional performance on this job and he was selected for the job solely on his professional qualifications in competition with other highly-qualified persons.

A solid cover situation is useful only to the extent that it serves as a base for BKHERALD activities. Despite a full time job and unwitting superiors and co-workers, Subject has done a full time job for BKHERALD. He has maintained an intensive dialogue with one Soviet official, frequent contact with others, and he is developing additional Soviet contacts in his cover organization. He has also established initial contacts with Chinese officials and has laid the foundation, through the cover organization, to develop and maintain direct and long-term contact with certain of these targets. He has been effective and ingenious in devising direct access to this difficult target and to others having access.

Subject devotes about 50% of his operational effort to the Soviet and Chinese targets. His operational reporting reflects these priorities and it is timely,

SECTION D — **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE

2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
		/s/ Joseph I. Saltsman

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

During the period under review, this NOC moved into a highly sensitive but potentially very valuable new cover situation, in which he has infinitely greater access to Soviet and Chinese targets. The NOC is also superbly equipped to handle this new position, by virtue of previous experience, linguistic competence and substantive knowledge of the field of endeavor. He should, in our judgment, do a first-class job, both for the cover employer, and for the Organization as well.

With respect to the specific duties set forth in the first section of this report, this reviewer would not have rated specific duty number two at the "O"

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
		/s/ Hugh R. Montgomery

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- 2 -

SECTION C NARRATIVE COMMENTS

complete and literate. Despite his relative isolation as a NOC, he is well aware of priority objectives, concentrates his efforts in these areas and does not waste time on operationally marginal activities.

As is normal in a NOC situation, subject has no supervisory duties with BKHERALD personnel but his cover job provides supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

SECTION D (cont'd) REVIEWING OFFICIAL

level; in point of fact, it would, in the writer's opinion, merit a solid "S", but no more. Recognizing that such ratings are perforce subjective, and that the rating officer has a closer, almost daily experience factor, nonetheless, the reviewer simply does not believe that the written record of the NOC's accomplishments on the specific targets will support an "O" rating at this time. Even accepting the limitations which the cover situation imposes upon the NOC, he has still not performed in a manner which would correspond to the literal definition of "O".

Other than this divergency, the reviewer shares the laudatory comments set forth in the narrative on this NOC. He is all the things the rater has stated and more: highly intelligent, versatile, linguistically extremely well qualified, and professionally experienced in his cover role. He has begun very well to utilize this new cover position on the Organization's behalf, and it is quite accurate to note that the NOC landed this particular plum (in terms of competition for the cover vacancy) solely on the basis of his own demonstrated talents in the cover context.

In sum, this is an experienced, effective NOC, whose new cover affords him an expanded natural access to a host of the Station's primary targets; he has begun to exploit this access in a sound, logical fashion, and the period ahead should further document the utility of his key situation to our operational programs. In fairness to all concerned, it is simply too early in this new position to attempt a definitive judgment of the depth of access which can be derived from it.

Comments by Chief, EUR France:

Although concurring with an overall rating of "S", I consider the "O" ratings for specific duties numbers one and two to be somewhat high and I recommend an "S" for both. Casasin certainly has maintained his cover and we anticipate he will be able to preserve it in his new job. He has just begun to initiate contacts with Soviet personnel of operational interest and it remains to be seen how effectively Casasin can exploit this situation.

Frederick A. Allner, Jr.
Frederick A. Allner, Jr.
C/E/F

SECRET

14-00000

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ATTACHMENT - FITNESS REPORT - Thomas B. CASASIN (P)

NOCAD/MB REVIEWING OFFICER COMMENTS:

Whether Specific Duty No. 1 is rated "O" (as by the Station rater and reviewer) or "S" (as by the EUR Division reviewer), the fact remains that CASASIN is melding his overt life and operational activity against a primary Station target with a degree of success not often achieved by Agency officers.

CASASIN's response to requirements based in NOCAD administrative and managerial responsibilities has been prompt and efficient; in this additional specific duty we rate his performance "Strong".

In view of his initiative and competence in a demanding and sensitive NOC assignment, NOCAD agrees with CASASIN's overall performance rating of "Strong".

/s/ Charles J. Beckman

Charles J. Beckman
Chief, NOCAD/Management Branch

10 APR 1973

Date

SECRET

SECRET

MEMORANDUM FOR: Office of Finance

FROM : Administrative Allowance Committee

SUBJECT : Fixed Allowance Amendment for

~~Career Associate, Thomas B. CASASIN~~

1. Effective 14 February 1973, to offset dollar depreciation, the fixed allowance for Subject is revised by substituting the figure $13,694 for the figure $12,234. ( )

2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

BY Kenneth C. Rushworth
Contracting Officer

APPROVED:

James C. Anderson
Allowance Committee

SECRET

E2IMPDET
CLby 026715

MEMORANDUM FOR: Official Personnel File

SUBJECT : Richardson, Jacques F.

CASASIN, T. B.

1. Studies in Intelligence is the Agency's quarterly professional journal. It publishes a wide variety of unique material—historical, analytical, technical, etc.—on all aspects of intelligence both as a profession and as a function of national security and foreign policy. Employees whose writings are accepted for publication make a valuable contribution to the Agency's work which ought to be reflected in their official files.

2. Accordingly, the Board of Editors wishes to record the fact that Studies in Intelligence has published the following material submitted by Mr. Richardson:

Article: "What to Do with Defectors" - Vol. V, No. 4 (Fall 1961)

Letter to the Editor - Vol. IX, No. 4 (Fall 1965)

Hugh T. Cunningham
HUGH T. CUNNINGHAM
Chairman, Board of Editors
Studies in Intelligence

Distribution:
0 - Subject's Official File
1 - NOCAD/Pers

14-00000

Thomas B. Casasin

Date	Action	Compensation	Grade
15 MAY 72	Career Agent	33,260	GS-15/
7 JAN 73	KPI	34,971	GS-15

14-00000

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AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM
For Career Agent, Thomas B. CASASIN

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Effective 7 September 1972, paragraph (A) entitled "Fixed Allowance" of your Allowance Committee Addendum dated 18 April 1972, is amended by substituting the figure $12,234 for the figure $11,769 to reflect your total HHE storage cost.

All other provisions of your Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

SIG...

BY ____________________
Contracting Officer

APPROVED:

18 DEC

____
Allowance Committee

Note: CASASIN was converted from Staff Agent to Career Agent status, effective 15 May 1972. The conversion does not affect any provisions of his Allowance Committee Addendum dated 18 April 1972.

E2IMPDET
CLby 027015

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE: FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only, if SA)	DATE (from item 5-3)	NAME OF SUPERVISOR (true)	DATE (from item 5-2)
Thomas B. Casasin	26 Sept 73	David E. Murphy	3 Oct 73

DATE RECEIVED AT HEADQUARTERS	DISPATCH NUMBER	DATE RECEIVED BY CAREER SERVICE
20 Oct 73	OPAT 4785	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION; TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
20 Jan 24	CS	ACO, Car Assoc, GS 15	Paris	UNCAI.D

6a. DATE OF PCS ARRIVAL IN FIELD	6b. REQUESTED DATE OF DEPARTURE	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE
10 Sep 62 3 Apr 72	o/a 15 May 1974	o/a 25 May 1974	same

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

1 daughter, aged 20 (already actually back at her university)

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

My two-year contract with UNCAIPD ends officially 14 May 1974; it is, theoretically, renewable.

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 240-8)

Have continued my spotting and assessment functions, mainly of MHHARSH and TAPRUM individuals on a selected basis but of third and fourth nationals as well. Have concentrated on two particular MHHARSH targets, while assuming new cover responsibilities and managing a fairly large-scale, authentic cover property in the field of mass communication. Have also responded to Station investigative needs in fields other than my own, and have maintained a continuing relationship with a high-level, well placed MHHARSH political-technical management personality. Have also developed a minor, yet well-placed [illegible] personality in the field of technical innovation and management.

Have arranged to travel to various venues of technical and scientific meetings for appropriate coverages of personalities or substance, as the case required.

10. TRAINING DESIRED:
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

I believe that there is none indicated at the present time, especially in view of the time and schedule demanded by my cover functions.

FORM 5-63 202 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11a. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I think that in view of the difficulty of obtaining, through legitimate means, the kind of cover assignment I have at the present time, I should stay where I am.

Having said that, Headquarters may wish to give consideration to my moving to a position analogous to the one I have in another organization which is comparable in access and covenant to what we know to be the case in UNCAIRD.

I would like, at any rate, to be able to continue to use the French language operationally.

11b. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (*for 1st, 2nd, and 3rd choice*) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

[2] EXTEND TOUR 6 to 12 MONTHS AT CURRENT STATION TO Oct 74 - Apr 75 (DATE)

[ ] BE ASSIGNED TO HQTRS FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE [illegible] 2ND CHOICE [illegible] 3RD CHOICE [illegible]

[3] BE ASSIGNED TO ANOTHER FIELD STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIAL STATION.
1ST CHOICE Geneva 2ND CHOICE Brussels 3RD CHOICE Black Africa

[1] RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Station recommends approval of extension. If CASASIN retains present, excellent cover with international organization, it is a natural for coverage of primary targets.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Hqs approves home leave in April 1974 and new tour.

DATE 13 April [illegible] TITLE Personnel Off SIGNATURE Marjorie Galey

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:
Home leave in April 1974 followed by a new tour.

15. EMPLOYEE NOTIFIED BY DISPATCH NO. [illegible] DATED: 13 [illegible] 197[illegible]
CABLE NO. ______ DATED: ______

CAREER SERVICE REPRESENTATIVE: ______ (SIGNATURE) DATE: ______

SECRET

14-00000

CONFIDENTIAL

OFAT-1110
19 Feb 74

FITNESS REPORT

NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.

SECTION A. GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
128609	CASASIN, Thomas B.	20 Jan 23	M	GS-15	D

7. OFFICIAL POSITION TITLE	8. OFF. DIV. BR. OF ASSIGNMENT	9. CURRENT STATION
Career Associate	DDO/EUR	Paris

10. TYPE OF APPOINTMENT: X CAREER / CAREER PROVISIONAL / RESERVE / CONTRACT / SPECIAL / TEMPORARY

11. TYPE OF REPORT: X ANNUAL / 21-MONTH / 30-MONTH / REASSIGNMENT / SPECIAL

12. REPORTING PERIOD (From-to): 1 Jan 73-31 Dec 73

13. DATE REPORT DUE IN O.P.: 28 February 1974

SECTION B PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Maintenance of effective NOC status and functioning as a WOMACE officer in this situation.	O
SPECIFIC DUTY NO. 2: Exploits his natural access to Soviet personnel for operational needs.	P
SPECIFIC DUTY NO. 3: Exploits his wide range of contacts inside and outside his cover organization for operational purposes.	P
SPECIFIC DUTY NO. 4: Makes imaginative use of cover position to meet Chinese officials at international conferences.	S
SPECIFIC DUTY NO. 5: Operational reporting.	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: P

FORM 3-73 45N

CONFIDENTIAL

E-2, IMPDET CL BY 007622

(4)

CONFIDENTIAL

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period covered by this report, Subject has settled into his new cover job as an upper-level executive in an international organization. This salary offsets approximately 40% of the cost of maintaining this NOC in Paris. His cover is, however, excellent for other than financial reasons: Subject's experience and skills are such that he is admirably qualified to perform the job and is doing outstanding work in the eyes of his peers and supervisors, all of whom are unwitting. More importantly, it places him in a situation where he has normal, daily contact with numerous Soviet officials and by skillful use of his cover job he concocts logical reasons for contacting Chinese officials to whom he does not have natural access. In addition to direct contact to target individuals, Subject uses his position to spot and assess co-workers having access to Station targets.

The area of Subject's performance most in need of strengthening is follow-up development of operational targets. His cover situation is somewhat unique for an NOC in that it puts him in daily contact with his priority target group: Soviet officials and other potential agents having direct access to Soviet officials. This access is not fully exploited. He should make a concerted effort to expand social and/or business contacts with the four or five Soviet officials who work in close proximity to him and to seek out and assess eight or ten third

//continued//

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
15 Feb 74	/s/ Thomas B. CASASIN

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
	Operations Officer	/s/ Oleg N. Selsky for Joe Irl Saltsman

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur with the supervisor's letter ratings and with the substance of his narrative comments. Put as simply as possible, Subject has done an outstanding job in establishing superb access cover; it now remains for him and the Station to exploit it operationally. On the basis of his ability during the reporting period to establish meaningful relationships with target Soviets or to spot and assess leads to potential agents who can, Subject's retention is this assignment would not be justified in terms of costs. The 40% rebate does make this effort entirely defensible, however, but Subject should understand that we expect more concrete results now that his cover position has been solidified.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 Feb 74	Deputy Chief of Station	/s/ John W. Berg

CONFIDENTIAL

SECTION C - Narrative Comments (continued)

country nationals who work in the same offices as these Soviet officials. The objective is more first hand reporting by Subject on Soviet officials and assessment reports on several of his co-workers who can be selected and recruited (based on his assessment reports) by other case officers to serve as access agents to Soviet officials.

Despite long service as an NOC, Subject's knowledge of and responsiveness to Organization priorities and requirements has not weakened. He concentrates on priority targets and his operational reporting is complete, on target and highly literate.

As is normal in an NOC position, Subject has no supervisory duties over Organization personnel although his cover job does include supervisory responsibilities. Subject is meticulous in his presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

14-00000

CONFIDENTIAL

FITNESS REPORT - FIELD TRANSMITTAL 10 Jan 74

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel.

SECTION A, items 2, 3, 7, and 8

SECTION D, items 1, 2, and 3 (*Only in respect to "Typed or Printed Name and Signature"*)

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (in pseudonym)
	15 II 74	Thomas B. Casasin Thomas B. CASASIN

2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS.

DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym)
	Reginald M. GUNION [signature] for
DATE	**TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (in pseudonym)**
12 Feb 74	George T. HEMSLEY [signature]

FORM 3-73 45A OBSOLETE PREVIOUS EDITIONS

CONFIDENTIAL

E-2, IMPDET CL. BY: 007622

(04-47)

14-00000

SECRET

1 August 1972

MEMORANDUM FOR: Chief, Transactions & Records Branch

FROM : Contract Personnel Division

SUBJECT : [redacted] CASASIN, T B.

Contact C/CPD prior to servicing any request for verification of Agency service.

/s/ Dow H. Luetscher

Dow H. Luetscher
Chief
Contract Personnel Division

NOTE: Subject converted from Staff Agent status to Career Agent status effective 15 May 1972; this should be placed in his terminated Staff Agent file.

SECRET

GROUP I - Excluded from automatic downgrading and declassification.

S E C R E T

1 August 1972

MEMORANDUM FOR: Chief, Insurance Branch/BSD/OP

This is to advise that Thomas B. CASASIN (P), has been employed under an Agency personal services contract effective 15 May 1972. The contract authorizes participation in Civil Service Retirement, FEGLI and Federal Health Insurance.

Subject's contract is the administrative responsibility of DDP/EUR.

/s/ Dow H. Luetscher

Dow H. Luetscher
Chief
Contract Personnel Division

Former Staffer (Stf Agnt)

S E C R E T
GROUP 1 - Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 006102

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CASASIN Thomas B.	20 Jan 24	M	GS-15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/EUR/F	Paris

9. CHECK (X) TYPE OF APPOINTMENT: X CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See instructions - Section C); SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL; REASSIGNMENT SUPERVISOR; X ANNUAL; REASSIGNMENT EMPLOYEE; SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 March 1972	1 April 71 - 31 March 1972

SECTION B — PERFORMANCE EVALUATION

U–Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M–Marginal — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P–Proficient — Performance is satisfactory. Desired results are being produced in the manner expected.

S–Strong — Performance is characterized by exceptional proficiency.

O–Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Maintenance of effective NOC status and functioning as a WOMACE officer in this situation.	O
SPECIFIC DUTY NO. 2: Maintains direct contact with MHHARSH personnel.	S
SPECIFIC DUTY NO. 3: Provides spotting reports on wide range of contacts and follows up with additional meetings when individual is of special interest to Station.	S
SPECIFIC DUTY NO. 4: Responds to Station requirement for information on individuals or organizations.	P
SPECIFIC DUTY NO. 5: Operational reporting.	P
SPECIFIC DUTY NO. 6:	

10 APR 1972

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 7-68 45 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

Reviewed by OP/SPD/PPB

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period covered by this report subject's job with a scientific publication was terminated for economy reasons. He has now, by his own efforts and with no BKTRUST help, obtained a similar position (as of mid-March the contract has not been signed but it is almost certain that he has the job) with an international organization. The job is at a professional level with a salary that will offset approximately 40% of the total cost of this activity. His French fluency and background in scientific journalism were instrumental in obtaining this job. Subject's operational security is good and all indications are that his cover security is superb.

Despite a full time cover job, and completely unwitting employer, subject has maintained a high output for BKTRUST. He has maintained frequent and meaningful contact with two MHHARSH nationals in Paris and with an MHHARSH couple in another European city. The flow of spotting reports is equal in number and quality to those produced when his cover work was less demanding. One person spotted and assessed by subject was successfully recruited by an "inside" case officer. Subject's cover situation precludes the possibility of his recruiting.

/continued/

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
	/s/ Thomas B. CASASIN

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
24 March 1972	Ops Officer	/s/ Joe IRL Saltzman

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See Attached Sheet.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 March 1972	DCOS	/s/ Hugh Montgomery

SECRET

14-00000

SECRET

SECTION C NARRATIVE (continued)

It has been noted in past fitness reports that subject was weak in long-range, operational development of a target. The ease and probable success of an extended development is a function of the personalities involved. During this reporting period subject has conducted a sustained development of an MHHARSHER despite their different ages and divergent personalities thus demonstrating improvement in this area.

It some times appears that subject's reporting could be more precise and more closely attunded to BKTRUST objectives. This is probably the result of time limitations, and the NOC officer's knowledge of BKTRUST needs is lessened by his relative isolation.

As is normal in a NOC situation, subject has no supervisory duties with BKTRUST personnel. His cover job provided supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest.

SECRET

Section 3 - Comments by Reviewing Official

The career of this NOC officer has reached a crucial juncture; if, as we currently anticipate, he succeeds in landing the position for which he appears to have the inside track, he will gain access to an institution and its employees which could prove to be invaluable. His new function will permit the widest possible access to a variety of targets, and with careful guidance, his utility as a spotter and assessor should improve very substantially.

The report notes that this officer has conducted a lengthy dialogue with an MHHARSH target; it is quite accurate that our NOC has handled himself well in a situation where disparity in age and background renders the relationship somewhat incongruous. Nonetheless, accuracy requires that we record that the NOC's interlocutor has obviously not maintained this ongoing relationship solely for altruistic motives, and has, in point of fact, on one occasion suggested that the NOC might wish to "help" him in the preparation of restricted distribution reports on the local situation, even though the particular topic was in itself totally innocuous. For these reasons we continue to monitor this relationship with great care, particularly since we simply cannot assess its longer range viability and the direction it is likely to take.

In sum, the NOC has done the best he could under somewhat trying circumstances, exacerbated by the severe economic problems of his erstwhile employer, which led to the NOC's being separated from that position at the end of last year. Through his own efforts, the NOC learned of the vacancy for which he has applied, and by assiduous and discriminating manipulation of his extensive connections on the local scene, has managed to maneuver himself into becoming the leading candidate for the post. If he is accepted for this position, his value to the Organization will unquestionably increase by a quantum leap, and we are consequently optimistic concerning his future ability to make an impressive contribution to Organizational goals on the local scene.

14-00000

MESSAGE FORM
TOTAL COPIES 13-1

SECRET

ORIG: Tom Roberts
UNIT: 9235
EXT: E/F/X
DATE: 1 June 1972

CABLE SECRETARIAT DISSEMINATION
BY 43 PER

☐ INDEX ☐ NO INDEX ☐ RETURN TO ____ BRANCH ☐ FILE RID
☐ FILE IN CS FILE NO.

CONF: C/EUR 5 FILE VR. NOP C/CCS 2 C/NOCAA 2 C/CSPS

(classification) (date and time filed) (elite) (reference number) (pica)

SECRET 5 Jun 72 23 10z CITE DIRECTOR 274972

TO PARIS

RYBAT ADMIN PERS TOPSY WODEEP WOGAME

REF: DIRECTOR 271979

1. HQ INSTRUCTED CASASIN THAT IF UNCAIRD RAISES WITH HIM QUESTION OF FRC ~~"NO RECORD"~~ RESPONSE TO UNCAIRD QUERY RE HIS FEDERAL EMPLOYMENT, HE SHOULD REFER UNCAIRD TO IDEN. CASASIN SHOULD SAY HE CONSULTED IDEN ON RECENT VISIT RE HIS ACCRUED SERVICE CREDITS WITH VIEW TO WITHDRAWING THEIR CASH VALUE SINCE HE DOES NOT INTEND REENTER U.S. GOVT SERVICE. CASASIN SHOULD SAY IDEN CHECKED AND ACKNOWLEDGED CASASIN'S PREVIOUS SERVICE AND CAN VERIFY SAME TO UNCAIRD.

2. ADVISE HDQ IF CASSASIN USES ABOVE AND IDEN WILL BE ALERTED. ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

3. NO FILE.

END OF MESSAGE

E/COV
NOC/CS
CCS/CSB

C/EUR/SS
RELEASING OFFICER

COORDINATING OFFICERS

SECRET

AC/E/F
AUTHENTICATING OFFICER

COPY NO.

14-00000

TOM ROBERTS
E/F/X
5295
25 MAY 1972

SECRET

SECRET

25 MAY 72 23 03Z

CITE DIRECTOR 271979

PARIS

RYBAT ADMIN PERS TOPSY UODEEP UOGAME

REF: PARIS 27951 (IN 597183)

1. UNITED STATES CIVIL SERVICE COMMISSION BACKGROUND INVESTIGATION CASASIN HAS BEEN CANCELLED.

2. ALSO TAKING MEASURES BACKSTOP PRIOR EMPLOYMENT. BUT REGRET IT NOT POSSIBLE BACKSTOP WITH FEDERAL RECORDS CENTER. IF UNCAIRD QUERIES FRC ITS RESPONSE WILL BE "NO RECORD."

3. IF UNCAIRD QUERIES SKOGSBERG DELEGATION RE FRC RESPONSE, PRESUME SKOGSBERG CAN ARRANGE REPLY THAT "FRC IN ERROR" BECAUSE CSC INVESTIGATION CONSISTENT CASASIN'S CURRICULUM VITAE.

4. NO FILE.

END OF MESSAGE

E/COV ED WILT (IN DRAFT)

OS/OSD/SAB LARRY MILLS (TELECORD)

NOC/CS BILL BROWN (TELECORD)

C/EUR

RELEASING OFFICER

COORDINATING OFFICERS

SECRET

AC/E/F

AUTHENTICATING OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

COPY NO.

14-00000

ORIG: ROBERT JARMAN
UNIT: C/E/S
EXT:
DATE: 5 APRIL 1972

MESSAGE FORM
TOTAL COPIES: 16-2

SECRET

CABLE SECRETARIAT DISSEMINATION
BY 48 PER

INDEX / NO INDEX / RETURN TO ___ BRANCH / FILE RID
FILE IN CS FILE NO.

CONF: EUR6 INFO: FILE, VR, NCAD3, OP2, CCS2,

(classification) (date and time filed) (elite) (reference number) (pica)

SECRET

CITE DIRECTOR 252752

TO PARIS

ADMIN TOPSY WODEEP

1. FOLLOWING IS STATUS REPORT ON TALKS WITH CASASIN RE CONVERSION TO CAREER AGENT:

A. PROCESSING FOR CONVERSION DISCUSSED AT LENGTH WITH CASASIN AND HE AGREEABLE TO TERMS AND CONDITIONS OF CONTRACT, WHICH NOW IN PROCESS. CONTRACT WILL BE FORWARDED WHEN RECEIVED.

B. IN ORDER CONVERT CASASIN TO CAREER AGENT IT NECESSARY ~~TO~~ ALLOW HIM RETAIN PORTION OF COVER SALARY IN LIEU OF 10% LOSS OF STAFF STATUS PAY AND TO MOVE HIM FROM GS-15/8 TO 15/10 LEVEL. ABOVE WILL BE SPELLED OUT FULLY IN CONTRACT.

C. CASASIN WILL BE TRANSFERRED TO WODEEP UPON DATE OF HIS ACCEPTANCE BY UNCAIRD.

2. SHOULD CASASIN NOT BE ACCEPTED BY UNCAIRD, HQS RECOMMENDATION, SUBJECT TO STATION CONCURRENCE, WOULD BE FOR CASASIN TO REMAIN PARIS AS STAFF AGENT FOR RELATIVELY BRIEF PERIOD TO COMPLETE CURRENT OPS ASSIGNMENTS. FOLLOWING THIS PERIOD CASASIN WOULD BE ~~RETURNED HQS FOR REASSIGNMENT~~ [handwritten: terminated]. REQUEST STATION COMMENT.

-CONT-

COORDINATING OFFICERS

RELEASING OFFICER

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

AUTHENTICATING OFFICER

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED.

COPY NO.

ROBERT JARMAN

MESSAGE FORM
TOTAL COPIES:

SECRET

ROUTING AND OR INITIALS - SEEN BY

CABLE SECRETARIAT DISSEMINATION

INDEX NO INDEX RETURN TO ______ BRANCH FILE RID

FILE IN CS FILE NO.

FILE, VR.

(classification) (date and time filed) (elite) (reference number) (pica)

SECRET PAGE TWO CITE DIRECTOR 252752

3. IF CASASIN ACCEPTED BY UNCAIRD, WODCCP WOULD LIKE CASASIN TDY HQS AREA FOR ADDITIONAL TWO OR THREE DAYS TRAINING. CASASIN PLANS RETURN WOCORK FOR DAUGHTER'S GRADUATION FIRST WEEK JUNE. THIS WOULD PRESENT BEST OPPORTUNITY COVER-WISE FOR CASASIN TDY HQS AREA.

END OF MESSAGE

E/F/X

E/PERS

E/COV

NOCAD/CADRE J. KINSCHI (TELECOORD)

DC/NOCAD

E/COPS

C/E/SS

DC/E/F

RELEASING OFFICER

COORDINATING OFFICERS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

AUTHENTICATING OFFICER

COPY NO.

SECRET

Attachment #1

Item 44. Operational Expenses

Reimbursement for payment of fringe benefit programs of cover organization (including retirement, health, and life insurance) when it is determined by the Agency that membership therein is necessary for cover and/or security.

14-00000

SECRET

Attachment #2

Item 50. Offset of Income

In accordance with HN 20-129(2b), CASASIN will initially be permitted to retain $1449 of his cover income without offset. Upon successful completion of three years service under this contract, the offset will be further reduced by $551, which totals $2000.

SECRET

[illegible] BIOGRAPHIC PROFILE (PART [illegible]) [illegible]

Name: [illegible] B. (?)		Jan 192[illegible]	29 [illegible] 19[illegible]	
Marital status: Married	Place [illegible]	1923 1950 [illegible]	US Naturalization [illegible]	
Career status:	Jul 1954		[illegible] 1962	FCS C/S / FCS C/S
Reserve status: X	Service	Grade		
Assessment date: None	Professional test date: None	[illegible] test date: None		

Non-CIA Employment

1943-48 Military Service, US Army, 1st Lt. - Civil Censorship Officer, Japanese Translator & Instructor, Liaison Officer
1949 [illegible] Publishing Co, [illegible], [illegible] - County Editor of weekly paper
1949 [illegible] Housing Authority, [illegible] - Administrative Officer

Non-CIA Education

19[illegible] [illegible] College, [illegible] - French
[illegible]-42 Sir George Williams College, Montreal, Canada - French
1949 Univ of Michigan, [illegible] - [illegible] (1947), Oriental Civilization, Japanese
1951-52 Georgetown Univ Graduate School - International Relations

Foreign Language Abilities (Language, Proficiency, Date Tested)

French - R, P, [illegible], [illegible] [illegible] Inter(Feb 1962), Trans & Interp Aug 1957
Japanese - P, S, U, Inter([illegible] 1962), R, W, [illegible]; Trans & Interp Aug 1957

Agency-Sponsored Training

1949-50	UTCA	19[illegible]	[illegible] Ops	19[illegible]	[illegible]
1950	Intel Orient	19[illegible]	[illegible] Surv Mgmt	1962	Tech Writer's Inst
1950	Ops	19[illegible]	Oper Audio Surv Equip	1962	French
1950	Ops [illegible]	19[illegible]	[illegible]		
		19[illegible]	Cland Serv Review		

CIA Employment History since 18 Sept 1947 (Personnel Actions, Military Orders, and Principal Details)

Effective Date	Position Title	Occupat Code	Grade	SD	Organization & Organ. Title (if any)	Location
Nov 19[illegible]	I.O.	[illegible]	7		[illegible]/CI[illegible]CT	HQ
Oct 1950	" "	[illegible]	9		[illegible]	"
[illegible] 19[illegible]	" "	[illegible]	[illegible]		[illegible] Ch, [illegible]	"
[illegible]	Ops Off	[illegible]	[illegible]		" " " "	"
[illegible]	"	[illegible]	[illegible]		[illegible] Ch, [illegible]	"
Feb 19[illegible]	Area Ops Off	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Jan 1955	" " "	[illegible]	1[illegible]	DI	[illegible] Area	Cairo
Oct 1960	Ops Off	[illegible]	[illegible]	D	[illegible]/Ch, [illegible] 6	Hq
Sep 1962	" "	0136.01	[illegible]	D	DDP/[illegible]/[illegible] Area	Paris
Feb 1963	" "	0136.01	15	D	" " " "	"
Oct 1963	" "	0136.01	15	D	DDP/NE/Internal Ops	"
Mar 1964	" "	0136.01	15	D	DDP/NE/Internal Ops	"
Feb 1967	" "	0136.01	15	D	DDP/EUR/FF/CenReg	"

Date reviewed: 20 Apr 19[illegible] | Profile reviewed by: [illegible] | Items 1-18 reviewed & verified by employee: No

Form 1200 [illegible] SECRET PROFILE

14-00000

CONFIDENTIAL
(When Filled In)

DATE 29 MAY 72

TO : James Jones | 4B-11 | Hqs

FROM: Office of Medical Services

SUBJ: Interim Medical Disposition

This is to advise that the medical processing of Thomas VOLTAIRE is incomplete awaiting receipt of supplemental medical information or completion of corrective medical action. Final medical disposition will be issued when this matter is resolved.

Glenn V6322

FORM 7-69 2997 CONFIDENTIAL (4-20)

14-00000

SECRET

CONTRACT INFORMATION AND CHECK LIST

INSTRUCTIONS: (See HR 20-33 and HR 20-1000-1 for guidance. Complete all items, inserting "NA" when items are not applicable. Forward original and TWO copies for preparation of contract.)

CASE OFFICER: Robert E. Jarman
DIVISION: EUR/F
TELEPHONE EXTENSION: 9269
DATE: 27 March 1972

SECTION I — GENERAL

1. NAME [X] PSEUDO [ ] TRUE	Thomas B. CASASIN
2A. PROJECT	NOCAP/~~Cadre~~
2B. PERMANENT STATION	~~Paris~~
3. ALLOTMENT NO.	2131-0115
3A. FUNDS	[ ] V [ ] [X] U
4. SLOT NO.	
5. PREVIOUS CIA PSEUDONYMS OR ALIASES	
6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. [XX] YES [ ] NO (If yes, describe and include dates and salary.)	Bio attached
7. SECURITY CLEARANCE (Type and date)	In process
7A. MEDICAL CLEARANCE	[ ] OBTAINED [X] INITIATED [ ] NOT REQ'D.
8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT"	[XX] YES [ ] NO
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT	[ ] YES [X] NO
10. PROPOSED CATEGORY (Contract agent, contract employee, etc.)	Career agent

SECTION II — PERSONAL DATA

11. CITIZENSHIP	USA
12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN	[ ] YES [ ] NO
13. AGE	48
14. DATE OF BIRTH (Month, day, year)	January 20, 1924
15. LEGAL RESIDENCE (City and state or country)	Alexandria, Va.
16. CURRENT RESIDENCE (City and state or country)	Paris, France
17. MARITAL STATUS (Check as appropriate)	[ ] SINGLE [ ] MARRIED [ ] WIDOWED [ ] ANNULLED [ ] SEPARATED [XX] DIVORCED
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE:	Daughter - 18
19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY	[ ] YES [XX] NO — RELATIONSHIP:

SECTION III — U.S. MILITARY STATUS

20. RESERVE	No
21. VETERAN	Yes
22. IF RETIRED AS AN OFFICER CHECK ONE.	[ ] RETIRED REGULAR [ ] RETIRED RESERVIST
23. BRANCH OF SERVICE	U.S. Army
24. RANK OR GRADE	1st Lt.
25. DRAFT ELIGIBLE	[ ] YES [XX] NO
26. DRAFT DEFERMENT TO BE OBTAINED BY CIA	[ ] YES [ ] NO

SECTION IV — COMPENSATION

27. BASIC SALARY	GS-15/10 $33,260
28. POST DIFFERENTIAL	NA
29. COVER (Breakdown, if any)	UNESCO
30. FEDERAL TAXES	[ ] GOV'T TAX DOCUMENTATION - BY AGENCY [ ] TAX DOCUMENTATION BY ESTABLISHED COVER [X] AGENCY TAX COMMITTEE CASE

SECTION V — ALLOWANCES (NORMALLY GRANTED ONLY TO U.S. CITIZENS AND RESIDENT ALIENS)

31. QUARTERS	Yes
32. POST	Yes
33. OTHER	all standard allowances
34. COVER (Breakdown, if any)	To be determined

SECTION VI — TRAVEL

35. TYPES	[XX] PCS [XX] DOMESTIC OPERATIONAL [XX] FOREIGN OPERATIONAL
36. WITH DEPENDENTS	[XX] YES [ ] NO
37. HHE TO BE SHIPPED	[XX] YES [ ] NO
37A. HHE TO BE STORED	[X] YES [ ] NO
38. PERSONAL VEHICLE TO BE SHIPPED	[X] YES [ ] NO
39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL	[X] YES [ ] NO

40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH

DAUGHTER - USA - 18 - 5 September 1953

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH [XX] CIA REGULATIONS [ ] COVER POLICIES AND PROCEDURES

SECTION VII — OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION	Yes
43. ENTERTAINMENT	Yes
44. OTHER	See Att. #1

45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH [X] CIA REGULATIONS [ ] COVER POLICIES AND PROCEDURES

SECRET

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)	CASE OFFICER: Robert E. Jarman	DIVISION: EUR/F
NOTE: SEE INSTRUCTIONS ON FIRST SHEET.	TELEPHONE EXTENSION: 9269	DATE: 27 March 1972

SECTION VIII — OTHER BENEFITS

46. BENEFITS (See HR 20-44, HR 20-42, HR 20-7, HR 20-53, and HB 20-620-1, HB 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

All normal benefits for career agent. Reimbursement for foreign taxes.

SECTION IX — COVER ACTIVITY

47. STATUS (Check)		48. TYPE (Check)				
XX	PROPOSED		PROPRIETARY	X CULTURAL	COMMERCIAL	TOURIST
	ESTABLISHED		SUBSIDIZED	X EDUCATIONAL	OFFICIAL	OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS
☐ YES [XX] NO ☐ COMPLETE ☐ PARTIAL

SECTION X — OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)
☐ TOTAL [XX] PARTIAL ☐ NONE See Att. #2

SECTION XI — TERM

51. DURATION: Indef. (DAYS / MONTHS / YEARS)	52. EFFECTIVE DATE	53. RENEWABLE: [XX] YES ☐ NO
54. TERMINATION NOTICE (Number of days): 90	55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION: [XX] YES ☐ NO	

SECTION XII — FUNCTION

56. PRIMARY FUNCTION

Operations Officer

SECTION XIII — DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

Spotting, assessment and recruitment of potential operational assets for the Paris Station.

SECTION XIV — QUALIFICATIONS

58. EXPERIENCE

Subject has been associated with CIA for over 20 years as an operations officer.

59. EDUCATION (Check Highest Level Attained)

GRADE SCHOOL	HIGH SCHOOL GRADUATE	TRADE SCHOOL GRADUATE	
BUSINESS SCHOOL GRADUATE	COMMERCIAL SCHOOL GRADUATE		
COLLEGE (No degree)	COLLEGE DEGREE	X POST GRADUATE	MA / PHD

60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)

LANGUAGE	SPEAK FLUENT	SPEAK AVERAGE	SPEAK POOR	WRITE FLUENT	WRITE AVERAGE	WRITE POOR	READ FLUENT	READ AVERAGE	READ POOR
French	XX			XX			XXX		
Japanese		XX			XX			XX	

61. INDIVIDUAL'S COUNTRY OF ORIGIN: U.S.

62. AREA KNOWLEDGE

Japan, Canada, France

SECTION XV — EMPLOYMENT PRIOR TO CIA

63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING

Guide Publishing Company, Baltimore, Md. - County Editor - 1949
Baltimore Housing Authority, Md. - Admin Officer - 1949

SECTION XVI — ADDITIONAL INFORMATION

64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)

Authorize advance shipment of HHE presently stored in Paris to U.S.A. for combining with present HHE in U.S. storage.

☐ OVER

APPROVAL

DATE	TYPED NAME & SIGNATURE OF REQUESTING OPERATING OFFICIAL	DATE	TYPED NAME & SIGNATURE OF CONTRACT APPROVING OFFICER
March 27, 1972	[signature]	2 ... 1972	[signature]

SECRET

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you as an Independent Contractor to render professional services of a confidential nature under the following terms and conditions:

1. Fee. For professional services rendered hereunder, you will be paid a fee calculated at the rate of $8,000 per annum. Payments will be made as requested by you in writing in a manner acceptable to the Government.

2. Taxes. As an Independent Contractor, monies paid you under paragraph one (1) above constitute taxable income for Federal tax purposes and you must satisfy your Federal tax liability thereon. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations, the Tax Board or this organization is authorized to make certain determinations and establish procedures (including tax withholdings) which will result in the full satisfaction of your Federal income and Social Security tax obligations. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.

3. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you and your dependents to and from your permanent post of assignment and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable organization policies and procedures. You may be entitled to per diem in lieu of subsistence in the course of all travel performed hereunder and when authorized for you alone while on temporary duty away from your permanent post of assignment. Upon your satisfactory completion of services hereunder, you will be authorized transportation expenses for you, your dependents and your household and personal effects to your recorded permanent place of legal residence in the United States. All travel, transportation and per diem provided for under this paragraph must be properly authorized and expenses incurred herewith are subject to payment and accounting in substantial compliance with Government regulations or your cover facility, whichever is directed by the Government.

4. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to payment and accounting in substantial compliance with applicable Government regulations.

5. Repayment. It is recognized that your failure to account for or refund any monies advanced you hereunder shall entitle the Government to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.

6. Execution of Documents. If, during your utilization hereunder, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by this organization to evidence this relationship.

E2 IMPDET CL BY [illegible]

SECRET

SECRET

7. Status. Your legal status under this agreement is that of an Independent Contractor. Nothing contained herein shall be construed as implying the creation of an employee-employer relationship.

8. Requirements. Requirements levied upon you by this organization hereunder are a part of this contract provided they are not inconsistent with the terms hereof.

9. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or negotiated benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

10. Secrecy. By virtue of personal knowledge acquired during this and any previous association, you will become privy to employees, associates, plans, programs, methods and the like of this organization, in particular, and the U. S. Intelligence Community, in general. As a direct consequence of this knowledge, you agree to keep forever secret all classified information so obtained; to refrain from presenting a paper, writing for publication; making a speech through any media or forum, or other public statement on the subject of intelligence, factual or fictional, without prior authorization by the Government. Violation of such secrecy may subject you to criminal prosecution under the espionage laws of the U. S. and other applicable laws and regulations.

11. Term. This contract is effective as of 1 July 1974, and shall continue thereafter for a period of one (1) year unless sooner terminated upon fifteen (15) days' actual notice by either party hereto. Termination or expiration of this agreement will not release you from the provisions of paragraph ten (10) above and any secrecy oath you may be required to take.

UNITED STATES GOVERNMENT

BY /s/ Charles W. Sandman
Contracting Officer

ACCEPTED:

Thomas B. Casasin
Thomas B. Casasin

WITNESS:

____

APPROVED:

____

RCB/jff
28 June 74

SECRET

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you for your services as a Career Agent under the following terms and conditions:

1. Status. Your status is that of a Government employee under contract and, as such, your rights and benefits are governed by the provisions of this agreement. It is specifically understood that you are not entitled to rights and benefits pertaining to appointed staff status, except as provided herein.

2. Cover. In the performance of your services hereunder, you will act under cover suitable to conceal your relationship with the Government. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction of terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

3. Compensation. In full consideration for your services as a Career Agent, and subject to the provisions set forth in paragraph four (4) below, you are guaranteed payment of a basic salary of $33,260 per annum, the equivalent of a GS-15/10. In addition, you are herein authorized legislative salary adjustments and a post differential in substantial conformance with rules and regulations applicable to Government appointed personnel. Your Federal Tax liability, benefits, retirement and the like shall be based upon said basic salary.

4. Disposition of Cover Emoluments.

(a) Earned Cover Income.

(1) Earned cover income is herein defined as income (including benefits in kind) received by you from your cover activities, which income does not have as its source the Government (this organization) or for which reimbursement from the Government has not nor will be sought by the cover activity.

(2) Earned cover income in an amount initially computed at the rate of $1449 per annum may be retained by you in addition to your basic contractual salary for the first three consecutive years of successful service hereunder; thereafter, at the rate of $2000 per annum.

(3) Earned cover income in excess of that set out in subparagraph two (2) above will be offset and thereby reduce your basic contractual salary by a like amount.

SECRET

(4) You will initially report to this organization, upon assumption of cover status and thereafter on an annual basis, your rate of cover compensation. Any changes during the year will also be reported. This organization will pay your basic contractual salary (initially $33,260) until such time as reports indicate cover income in excess of that set out in sub-paragraph two (2) above. You will thereafter be paid at your full rate of compensation less anticipated earned cover income based on the last report. Adjustments, if any, will be made following receipt of the yearend report. Failure to timely submit reports may result in a delay or suspension of contractual payments due you hereunder.

(b) Other Cover Emoluments. With the exception of earned cover income, emoluments (including benefits in kind) received from or through your cover activities are the property of the Government and will be disposed of at such times and in such a manner as the Government may prescribe.

5. Taxes. (a) As an employee of the Government, you must satisfy your Federal tax liability on the taxable income paid to you under paragraph three (3) above. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations, the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on said income. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.

(b) You will not be required to bear the expense of foreign taxes on income paid or guaranteed you by the Government under paragraph three (3) above. You will be reimbursed for such foreign taxes paid by you, consistent with your cover.

6. Allowances. You will be entitled to: (a) Living quarters allowances in conformance with regulations of this organization applicable to its appointed personnel. In the event you are furnished quarters by your cover facility or the Government you will not be entitled to the living quarters allowances herein indicated.

(b) Cost-of-living allowances in conformance with applicable regulations of this organization including, but not limited to, a post allowance or, if applicable, an equalization allowance in lieu thereof, a supplementary post allowance, a transfer allowance, a home service transfer allowance and a separation allowance.

SECRET

7. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you, your dependents, your household effects and your personal automobile to and from your permanent post of assignment, and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable Government regulations. You will also be authorized shipment of household effects, presently stored in Paris, France, for combination with such household effects as are presently in storage within continental United States. You may be entitled to per diem in lieu of subsistence in the course of all travel performed hereunder and, when authorized, for you alone while on temporary duty away from your permanent post of assignment. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred hereunder are subject to payment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility, whichever is directed by the Government.

8. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including but not limited to payment of fringe benefit program costs, of your cover organization (including retirement, health and life insurance) when it is determined by this organization that membership therein is necessary for cover and/or security, also entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to payment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility, whichever is directed by the Government.

9. Repayment. It is recognized that your failure to account for or refund any monies advanced you hereunder shall entitle the Government or your cover facility to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.

10. Benefits. (a) By virtue of your employment relationship with the Government hereunder, you are entitled to coverage under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by this organization in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick, annual, and home leave (including travel expenses incident thereto) equal to and subject to the same rules and regulations applicable to Government-appointed employees. Annual leave may only be taken at times and places approved in advance by appropriate representatives of the Government or cover officials. All accrued but unused leave credited to your account under previous employment with the United States Government will be transferred to the leave account established for you under this agreement.

(c) You will be entitled to the continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act.

(d) Your participation in the Retirement and Disability System of this Organization is preserved by virtue of your transfer without a break in service from a position of employment wherein qualification for such status was achieved. Contributions into the Retirement and Disability Fund will be deducted from the basic compensation due you hereunder.

(e) You are herein authorized continued coverage under the Federal Employees' Health Benefits Act. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(f) You are herein authorized continued coverage under the Federal Employees' Group Life Insurance Act unless you have previously executed a written waiver of said coverage. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(g) (1) This organization is authorized to pay the cost of necessary hospitalization and related travel expenses for illness or injury incurred by a United States citizen full-time Contract Employee in the line of duty while abroad.

(2) This organization may pay certain necessary costs of hospitalization and related travel expenses for illness or injury incurred by the dependents of a United States citizen full-time Contract Employee permanently assigned abroad, while they are located abroad.

It is understood and agreed that the eligibility and extent of the participation by you and your dependents in the above medical programs will be in conformance with the rules, regulations, and policies of this organization in effect at the time an illness or injury is incurred, that all claims will be submitted only to this organization and that adjudication of such claims by this organization shall be final and conclusive.

(h) You will be entitled to claim reimbursement for loss of personal property pursuant to applicable Government regulations.

11. Offset. Emoluments (including benefits in kind) received from or through your cover activities are the property of the U. S. Government. Procedurally, such emoluments will be offset against amounts due you under this agreement and are acknowledged to be payment by the Government hereunder and for federal income tax purposes. If cover emoluments exceed those due you under this contract, you will dispose of the excess amount in conformance with governmental instructions.

SECRET

12. Execution of Documents. If, in the performance of services under this contract, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

13. Secrecy. (a) You will be required to keep forever secret this contract and all classified information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the espionage laws of the United States and other applicable laws and regulations.

(b) In the event you marry or remarry during the term of this contract, you agree to advise this organization at least one hundred twenty (120) days in advance of such contemplated marriage, or otherwise as soon as known, and to furnish such personal history data on your prospective spouse as may be required by this organization. You understand and agree that should this organization determine that your marriage would limit or otherwise impair your usefulness to the Government, this contract may be terminated.

14. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

15. Reassignments. During your period of service under this agreement, it may be necessary for this organization to terminate an assignment for reasons beyond your control. In such event, you will be given every consideration for other assignments appropriate to Career Agents.

16. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government. Specifically, you herein acknowledge that this organization makes no commitment, either express or implied, that appointed employment status will be offered you at the conclusion of or during your period of contractual service.

17. Term. This contract is effective as of 15 May 1972 and shall continue thereafter for an indefinite period unless sooner terminated:

(a) Upon ninety (90) days' actual notice by either party hereto,

(b) Upon actual notice to you in the event the results of an initially required medical examination are determined by this organization to be unsatisfactory, or

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(c) Without prior notice by the Government, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

/s/ [illegible]

BY ______________________
Contracting Officer

ACCEPTED:

[signature]
Thomas B. Casasin

WITNESS:

[signature]

APPROVED:

____

RCB/dhc
4/5/72

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)	
	CASASIN THOMAS G	PREPARED:05/11/72

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
INITIAL ENTRY	05 15 72	CAREER AGENT (S)

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
				X	5136-1231	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP DIRECTORATE EUROPEAN DIVISION	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER		

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
(FULL TIME) GS	0136.01	15 0	$ 33260 DOG: 020365 LEI: 052672

18. REMARKS

- - - - - - - - - - STATUS INFORMATION - - - - - - - - - - - - - - -
BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01
CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744
TYPE RETIREMENT: CIA R-D HOSPITILIZATION: F PLAN:
FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT:
PAY BASIS: A A/L IND: 6 S/L IND: 4
- - - - - - - - - - - CONTRACT INFORMATION - - - - - - - - - - - - - -
EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572
REFERRING OFFICER: EUR PERS REFR ORG: EUR PHONE: 6913
- - - - - - - ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES - - - - - - - - - -
TAX STAFF: Y FED EXMP: STATE EXMP: STATE:
TRAVEL: CHI OPS EXPNSE: Y HOUSING: A POST/EQUAL:
HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVT: Y
LEGISL PAY: Y PREMIUM PAY : N ALLOWANCE COMM: N EDUCATION:
STEP INCRS: N OTH TAX EXCL: N OTHER ALLOWNS : N SEPARATION:

SIGNATURE OR OTHER AUTHENTICATION

file

Form 1150B (4-51)
7-66 MFG 2 72

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GROUP 1
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(When Filled In)

BBG: 01 JUN 71

NOTIFICATION OF PERSONNEL ACTION

OCB

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
008102	CASASIN THOMAS B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
EXTENSION OF PRA NTE: 24 FEBRUARY 1973	02 23 71	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
			X		1136 1231 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR FOREIGN FIELD FRENCH AREA PARIS STATION PARIS ANNEX	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	C663	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	15 7	29099

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

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(4-51)

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SECRET
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EOD: 17 AUG 70

NOTIFICATION OF PERSONNEL ACTION

MB

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
008102	CASASIN THOMAS B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
EXTENSION OF PRA NTE: 24 FEBRUARY 1971	07 20 70	REGULAR

6. FUNDS		V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	1136 1231 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR FOREIGN FIELD FRENCH AREA PARIS STATION PARIS ANNEX	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0608	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	15 7	27463

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

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(4-51)

(When Filled In)

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(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

B

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
006102	CASASIN THOMAS B		
3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT	
EXTENSION OF PRA NTE: 24 FEB. 1970	02 25 69	REGULAR	
6. FUNDS: V TO V / CF TO V / V TO CF / X CF TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY	
CF TO CF: X	8136 1231 0000	50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION		
DDP EUR FOREIGN FIELD CENTRAL REGION PARIS STATION ANNEX, PARIS	PARIS, FRANCE		
11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION	
OPS OFFICER	0668	D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	15 7	23734

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

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SECRET
(When Filled In)

OCB

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
006102	CASASIN THOMAS B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	02 26 67	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
				X	7136 1231 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/EUR FOREIGN FIELD CENTRAL REGION PARIS STATION ANNEX, PARIS	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0153	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	15 6	20585

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

FORM 5-66 1150 Use Previous Edition

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GROUP 1 Excluded from automatic downgrading and declassification

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(When Filled In)

14-00000

SECRET
(When Filled In)

17 APR 66

NOTIFICATION OF PERSONNEL ACTION

OCB

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
006102	CASASIN THOMAS B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM	04 10 66	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
				X	6136 1231 0000	SECTION 203 P.L. 88-643

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WE FOREIGN FIELD PARIS STATION INTERNAL OPERATIONS SECTION	PARIS, FRANCE

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0885	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	15 5	19415

18. REMARKS

EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION.

SIGNATURE OR OTHER AUTHENTICATION

FORM 11-62 1150 Use Previous Edition

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GROUP 1 Excluded from automatic downgrading and declassification

(4-81)

(When Filled In)

14-00000

WE

SECRET

AMENDMENT TO

SUPPLEMENT TO STAFF AGENT PERSONNEL ACTION

FOR THOMAS B. CASASIN

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Reference is made to your Staff Agent Supplement, effective 5 August 1962.

Effective 27 September 1965, all reference to income is deleted from that supplement and the following provision is substituted:

Taxes. As an appointed employee of the Government you must satisfy your Federal income tax liability on taxable income paid to you. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on income directly received as a result of your Federal employment. Such determinations and procedures constitute an integral part of your Staff Agent administration.

UNITED STATES GOVERNMENT

BY ______________________
Personnel Officer

Copy Pouched to field
TM # 952637
1 Mar 66 RA

14-00000

DISPATCH

SECRET

TO: Chief, EUROPEAN Division

FROM: Chief of Station, PARIS

SUBJECT: ADMIN PERS TOPSY WODEEP Thomas B. CASASIN

REF: PARIS 27?ol, 27 April 1972

As reported in reference, CASASIN begins his UNCAIRD job on 5 June 1972. Forwarded USC are a Curriculum, Vitae which he prepared for UNCAIRD and a completed form required for an LNLUTE security clearance.

Reginald M. Gunion

Reginald M. GUNION

Attachment:
1. As stated, USC

Distribution:
2 C/EUR w/att USC
1 - [illegible]

CS COPY

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	OFPA-95019	MAY 8 1972 / 4 May 1972
	CLASSIFICATION: SECRET	HQS FILE NUMBER: [illegible]

14-00000

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION — ORGANISATION DES NATIONS UNIES POUR L'ÉDUCATION, LA SCIENCE ET LA CULTURE

CURRICULUM VITAE

Please complete this form in English or French. It is in your own interest that your answers are complete, accurate, and clearly presented. They should be typed or printed on the form; only if additional space is required for certain items should separate sheets of the same size be used, with clear reference to relevant numbers.

Veuillez remplir ce formulaire en anglais ou en français. Il est de votre propre intérêt que vos réponses soient complètes, précises et claires. Elles doivent être tapées à la machine ou libellées très lisiblement ; n'utilisez que la place prévue à cet effet pour donner les renseignements demandés ; en cas d'absolue nécessité, utilisez des feuilles supplémentaires de même format, avec indication précise du paragraphe.

1. Family name (Surname) - Nom de famille: RICHARDSON
First names - Prénoms: Jacques Gabriel
Maiden name - Nom de jeune fille:

2. Permanent address - Domicile permanent: 5 villa Madrid, 92-Neuilly, France
Telephone: 722 99-90

3. Mailing address - Adresse postale (If different from above) (Si elle diffère de la précédente):
Telephone:

4. A) Date of birth - Date de naissance: day/jour	month/mois	year/année	B) Country and place of birth - Pays et lieu de naissance	C) Sex - Sexe	D) Marital status - État civil
20	I	1924	USA, Baltimore, Maryland	M	Divorced

5. A) Citizenship at birth - Nationalité à la naissance: USA
B) Present citizenship (since) - Nationalité actuelle (depuis): USA
C) Have you taken any legal steps towards changing your present nationality? Avez-vous entrepris des démarches officielles aux fins de changer votre nationalité actuelle? No

6. Give the following information about persons fully dependent upon you for financial support. Donnez les renseignements suivants sur les personnes qui sont, financièrement, entièrement à votre charge.

Name of dependant / Nom de la personne à charge	Date of birth / Date de naissance	Relationship / Degré de parenté	Name of dependant / Nom de la personne à charge	Date of birth / Date de naissance	Relationship / Degré de parenté
Pamela A. Richardson	19 IX 5[illegible]	Daughter			
Michelle Richardson	5 IX 55	Daughter			

7. List any of your relatives employed by the United Nations or its Specialized Agencies. Donnez les noms de ceux de vos parents qui sont employés par les Nations Unies ou une des Institutions spécialisées.

Name - Nom	Relationship / Degré de parenté	Name of international organization / Nom de l'organisation internationale

8. Would you object to serving in any areas of the world? If so, indicate which. Auriez-vous des objections à travailler dans certaines parties du monde? Si oui, indiquez lesquelles: No

9. Would you accept employment for less than a year? Accepteriez-vous un emploi d'une durée de:

Up to 6 months / moins de 6 mois	No
6 months to 1 year / 6 mois à un an	No
more than 1 year / plus d'un an	Yes

10. How much notice would you require to report for work? Dans quel délai pourriez-vous entrer en fonctions? One month

11. If employed, you will be required to pass a medical examination. Have you any disabilities which might limit your prospective field of work or preclude your undertaking any necessary travel by air? En cas d'engagement un examen médical est nécessaire. Avez-vous une infirmité quelconque susceptible de restreindre vos activités professionnelles ou de vous interdire tout voyage par avion que vous pourriez être appelé à effectuer? No

12. For what type of work or for which specific post do you wish to be considered? - Quel genre d'emploi ou quel poste précis vous intéresse? Scientific-technical publications

13. EDUCATION - ETUDES - List in chronological order the educational establishments you have attended from the age of 14, including in service training sessions having lead to the granting of diplomas.

Enumérez, en suivant l'ordre chronologique, les établissements d'enseignement que vous avez fréquentés depuis l'âge de 14 ans. Mentionnez également les stages de perfectionnement ayant abouti à l'obtention d'un diplôme.

Name, place and country / Nom, adresse et pays	Years attended / Années d'études: From - de	To - à	Degrees, diplomas, etc. (in original language) state main subjects / Diplômes, titres (titre original) indiquer matières principales	Date obtained / Date d'obtention
A) Secondary, Technical, Professional, etc. / Secondaire, Technique, Apprentissage, etc.				
High School of Montreal, Canada		Jun 40	Diploma	1940
B) University or equivalent University establishment				
University of Michigan, Ann Arbor USA		Feb 42	BA	1942
Georgetown University, Washington USA	1951-2		None	
Rensselaer Polytechnic, Troy, NY USA (Technical Writers Institute)		Jun 62	Certificate	1962

14. List professional societies to which you belong and your activities in public or international affairs.

Enumérez les associations professionnelles dont vous êtes membre; vos activités publiques et internationales:

International Council for the Advancement of Science Writing, Founding Member; British Interplanetary Society, Fellow; Society of Technical Publishers and Writers, Senior Member; International Science Writers Association, Member; The Glaciological Society, Member; Association des Journalistes Scientifiques, Membre Associé; and others

15. List, but do not attach, your significant publications. Include publisher and date and place of publication.

Enumérez, sans les joindre, tous travaux importants que vous avez publiés. Indiquez le nom de l'éditeur, le lieu et la date de publication.

Numerous articles, Science and Technology, Space/Aeronautics, Electro-Technology, 1963-9; numerous articles, Science Journal, 1969-70; numerous articles, book reviews, Atomes and La Recherche, 1969-present; numerous articles, Innovation and Search, 1969-present; Journal of Medical Engineering & Electronics, 1969; numerous articles in Nature 'News and Views,' 1970-present; articles in Purchasing and Boating Industry, 1963-9; editorial work for Unesco Impact, 1970; planned June 1971 issue on chemistry of Unesco Courier; article on American oceanology in Sciences & Avenir, August 1970, and others

16. LANGUAGES - LANGUES

A) Mother tongue : *Langue maternelle :* English

B) Other languages / *Autres langues* — Ability to - Aptitude à

	Speak - Parler: Excellent	Good	Fair	Slight	Write - Rédiger: Excellent	Good	Fair	Slight	Read - Lire: Excellent	Good	Fair	Slight	Understand - Comprendre: Excellent	Good	Fair	Slight
French	X				X				X				X			
Japanese			X				X				X			X		
Spanish				X				X		X				X		
Italian				X				X		X				X		

C) In which languages are you able to teach ? *Dans quelles langues pouvez-vous enseigner ?*

English and French

17. CLERICAL SKILLS - STÉNO-DACTYLOGRAPHIE

Indicate speeds in words per minute, after verification on non-commercial texts.
Indiquez les vitesses en mots-minute après vérification des vitesses sur textes non-commerciaux.

Languages - Langues	Shorthand / Sténo	Typing / Dactylo
English - anglais		
French - français		
Spanish - espagnol		
(Other - autre)		

18. MECHANICAL SKILLS - MÉCANOGRAPHIE

List any special skills you possess and office machines you can use
Enumérez vos compétences techniques et les machines de bureau que vous avez appris à manier.

Can use all office equipment, including some IBM and ICL computers (2, 2.5, and 3d generations)

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11. EMPLOYMENT RECORD. ANTÉCÉDENTS PROFESSIONNELS	Starting with your present position list in reverse order every employment during at least the past ten years. Énumérez, en commençant par le plus récent, tous les emplois que vous avez exercés au cours des dix dernières années au moins.

A. PRESENT POSITION - POSTE ACTUEL

Dates of employment - Durée d'emploi From: / De: October 1 1970 To: Present / A: Ce jour	Description of your duties (underline the main points); include number and type of subordinates. Décrivez vos fonctions, en soulignant les principales; indiquez également le nombre et les fonctions des personnes sous vos ordres.
Annual salary - Traitement annuel Starting / De début: 78,000F. Present / Actuel: 85,150F.	Directeur-adjoint of firm publishing monthly scientific magazine and providing scientific and technical consulting services; deputy to president, helping him manage two enterprises specializing in the processing of specialized information and the talent which handles it.
Exact title of your position and place of work / Titre exact de votre poste et lieux d'activité Directeur Adjoint, Paris	Directly responsible for sales, sales promotion, advertising, and public relations functions; supervise accountancy and purchasing functions, and relations with other publishers.
Name of employer - Nom de l'employeur Société d'Editions Scientifiques; Science Information	Handle the inception of all foreign relations, and deal directly with international organizations (OECD, Unesco, etc.)
Type of work / Genre d'activité: Scientific publishers, consultants	
Name and title of your immediate supervisor / Nom et titre de votre supérieur direct: M. Choukiewicz, Président	
Reason for wishing to leave - Pourquoi désirez-vous changer d'emploi? Would like to have my week-ends free	

B. PREVIOUS POSITION - POSTE ANTÉRIEUR

Dates of employment - Durée d'emploi From: / De: January 1 1969 To: / A: Present (concurrent)	Description of your duties (underline the main points); include number and type of subordinates. Décrivez vos fonctions, en soulignant les principales; indiquez également le nombre et les fonctions des personnes sous vos ordres.
Annual salary - Traitement annuel Starting / De début: $5,000 plus comm. Final / A la fin: $9,000 plus comm.	Responsible from the outset for creating editorial and promotional resources and services outside North America, mainly in Europe, of new firm specializing in continuing education for technical management. This includes the publishing and editing (based in New York) of three periodicals: <u>Innovation</u>, <u>Search</u>, and a monthly newsletter. All are concerned with the art of management in a continually changing social environment.
Exact title of your position and place of work / Titre exact de votre poste et lieux d'activité European Director — Paris	Find authors; write my own article material; work with firms and individuals as well as government units desiring their
Name of employer - Nom de l'employeur Technology Communication, Inc	
Type of work / Genre d'activité: Managing overseas publishing co.	
Name and title of your immediate supervisor / Nom et titre de votre supérieur direct: F. Park, Executive Director	
Reason for leaving / Cause de départ: Would prefer to remain as consultant.	

C. PREVIOUS POSITION - POSTE ANTÉRIEUR

Dates of employment - Durée d'emploi From: / De: February 1968 To: / A: June 1969	Describe your duties (underline the main points); include number and type of subordinates. Décrivez vos fonctions, en soulignant les principales; indiquez également le nombre et les fonctions des personnes sous vos ordres.
Annual salary - Traitement annuel Starting / De début: $19,500 + profit Final / A la fin: $21,000 + prof	As head of correspondents, planned, directed and supervised work assignments of a dozen correspondents reporting to the overseas editorial bureau of a major trade press organization, which during this period was merged by purchase with the Chilton Publishing Company
Exact title of your position and place of work / Titre exact de votre poste et lieux d'activité Chief Correspondent, Europe	
Name of employer - Nom de l'employeur Conover-Mast Publications, Inc	
Type of work / Genre d'activité: Applied technology periodical press	
Name and title of your immediate supervisor / Nom et titre de votre supérieur direct: H. Conover, President	
Reason for leaving / Cause de départ: Tired of routine; wanted new challenges	

D. PREVIOUS POSITION - POSTE ANTÉRIEUR

Dates of employment - Durée d'emploi From / De: May 1962 To / A: February 1968	Description of your duties (describe the main points) … and type of work … / Décrivez vos fonctions … les principales …
Annual salary - Traitement annuel Starting / De début: $10,000 + profits Final / A la fin: $19,000 + profits	Established, planned, directed and managed activities of overseas editorial bureau of medium-sized publishing firm specializing in the applied sciences, industrial management methods and technology, and marketing methods magazines.
Exact title of your position and place of work / Titre exact de votre poste et lieu d'activité (London, Paris) European Editorial Representative	
Name of employer - Nom de l'employeur Conover-Mast Publications, Inc	
Type of work / Genre d'activité: Specialized periodical press	
Name and title of your immediate supervisor / Nom et titre de votre supérieur direct: L. Hagerty, Exec Vice Pres (deceased)	
Reason for leaving / Cause de départ: Promotion	

E. If applicable, give here a brief resumé of employment(s) held before those covered above.
Si vous le jugez utile, résumez ici vos divers emplois antérieurs.

1960-2 Free-lance technical editor, various publishing houses, New York
1960-2 Supervising Technical Editor, Scientific Group, Office of the Chief of Staff, US Army
1955-60 Supervising Foreign Affairs Specialist, Mutual Defense Assistance Program, at Tokyo, Japan
1950-4 Regional Editor, International Press Section, US Information Agency
1949 Reporter, then associate editor, weekly newspaper chain, Baltimore

20. REFERENCES: List three persons not related to you by blood or marriage, who are familiar with your character and qualifications. Do not repeat names listed in item 19.

RÉFÉRENCES: Indiquez trois personnes (parents et alliés exclus) pouvant donner sur vous des renseignements d'ordre moral et professionnel. Ne répétez pas de noms déjà cités dans la case 19.

Name - Nom	Full address - Adresse complète	Profession
Prof AIGRAIN Pierre	DGRST, Ministère de la Recherche Industrielle et Scientifique, Paris	Civil Servant
Mr VICHNEY Nicholas	Science Editor, LE MONDE, rue des Italiens Paris	Journalist
Prof THUILLIER Pierre	University of Paris, Nanterre Campus, Paris	Educator

21. Have you any objection to our making enquiries of your present employer? / *Voyez-vous quelque inconvénient à ce que nous prenions des renseignements auprès de votre employeur actuel?* ☐ yes / oui ☒ no / non

22. State briefly any other relevant facts. Include information regarding any residence or travel outside the country of which you are a citizen.
Donnez brièvement tout autre renseignement d'intérêt à votre candidature. Donnez également des précisions sur la période de résidence ou voyages … hors du pays dont vous êtes ressortissant.

Foreign residence: Canada 1937-42; UK, France, Belgium, Germany, 1944-5 (military service); Japan, 1946-8 (military service), 1955-60; France, 1962-present

23. I certify that the statements made by me in answer to the foregoing questions are true and complete. I understand that wilful misrepresentation renders me liable to dismissal, if employed.

Je certifie que les réponses que j'ai faites aux questions ci-dessus sont complètes et exactes. Je reconnais qu'en donnant sciemment une indication inexacte, je me rendrais passible de renvoi immédiat, au cas où je serais engagé.

Signature [signature] Date November 30, 1971

N.B.

You may be requested to supply documentary evidence in support of the above statements. Do not, however, send any such evidence unless asked to do so by Unesco.

Receipt of this form is not ordinarily acknowledged but your application will be carefully examined and Unesco will, if need be, get into touch with you.

Applications for employment are not normally retained by Unesco for more than two years after receipt.

Il pourra vous être demandé de fournir des pièces justificatives à l'appui des déclarations faites ci-dessus. Ces pièces ne devront être envoyées qu'à la demande expresse de l'Unesco.

Il n'est pas coutume d'accuser réception de ce formulaire, votre demande sera néanmoins examinée attentivement et, le cas échéant, l'Unesco se mettra en rapport avec vous.

En règle générale, l'Unesco ne conserve pas les demandes d'emploi plus de deux ans après réception.

IDENTIFICATION AND PERSONNEL DATA FOR EMPLOYMENT OF UNITED STATES CITIZEN

INSTRUCTIONS.—Prepare in quadruplicate. All sections must be completed. Write "None" when applicable. Type or print answers. If space not adequate for complete answers continue under item 13, and attach a supplemental sheet to this form if necessary. All addresses must show street number, street, city, and State.

1. NAME (Last, first, middle)
RICHARDSON, Jacques G.

2. OTHER NAMES USED (Maiden name, names by former marriages, former names changed legally or otherwise, aliases, nicknames, etc. Specify which, and show dates used)

3. PRESENT ADDRESS AND LENGTH OF RESIDENCE THERE
5 villa Madrid
92 Neuilly, France — 3 years

5. DESCRIPTION (Check which) ☒ MALE ☐ FEMALE

HEIGHT	WEIGHT	COLOR EYES	COLOR HAIR
178 cm	72 kg	Brown	Black

6. MARITAL STATUS (Check which)
☐ SINGLE ☐ MARRIED ☐ SEPARATED ☒ DIVORCED ☐ WIDOW(ER)

7. BIRTH DATE

DAY	MONTH	YEAR
20	Jan	24

8. BIRTHPLACE (City, county, State, and country)
Baltimore, Maryland

4. DATES AND PLACES OF RESIDENCE (Go back 15 years. Continue under item 13 on other side if necessary.)

FROM	TO	NUMBER AND STREET	CITY	STATE
June 1969	Present	5 villa Madrid	92 Neuilly	France
Sept 1962	June 1969	9 villa Madrid	92 Neuilly	France
Sept 1960	Aug 1962	312 Lamond Place	Alexandria Va 22314	
[illegible] 1958	June [illegible]	[illegible], Tokyo, Japan		
Feb 1955	June [illegible]	2-chome [illegible], Setagaya-ku, Tokyo, Japan		

9. UNITED STATES CITIZENSHIP
INDICATE WHETHER:
(A) BY BIRTH ☐
(B) DERIVATIVE ☐
DATE
CERTIFICATE NO
PLACE
(C) NATURALIZATION ☐
PETITION NO.
DATE
CERTIFICATE NO
PLACE

10. SOCIAL SECURITY NO. 042 20 5339

11. MILITARY SERVICE (Past or present)

SERIAL NO.	BRANCH	FROM (Yr.)	TO (Yr.)	TYPE OF DISCH.
31316265	Army	1943	1946	Hon
0 937200	Army	1946	1948	Hon

12. EDUCATION (All schools above elementary)

NAME OF SCHOOL	ADDRESS	FROM (Year)	TO (Year)	DEGREES
[illegible] School of Montreal	University St, Montreal		1940	Dipl
University of Michigan	Ann Arbor		1947-X	BA
Georgetown University	Washington DC	1951	1952	---
Rensselaer Polytechnic	Troy NY		1962	Certif

S/C att. 2 to OFPA-98019 CS COPY DEFERRED

15. EMPLOYMENT (List ALL employment dates starting with your present employment. Show ALL dates and addresses when unemployed. Give name under which employed if different from name now used)

FROM	TO	NAME OF EMPLOYER (Firm or agency) AND NAME OF SUPERVISOR	TYPE OF WORK	ADDRESS (City, State)	REASON FOR LEAVING
[illegible]	Present	Sté d'Editions Scient Mr M. Chodkiewicz	Publishing	Paris France	To accept Unesco appt
1969	Present	Technology Communic'n Mr F. P. Park	Publishing	New York NY	ditto
1962	1969	Conover-Mast Public'ns Mr H. Conover, Jr	Publishing	New York NY	To join Technology Comm'n
1960	1962	Army Office of Ch of Staff; Col H. P. Garrity	R&D reports	Washington DC	To re-enter priv industry
1955	1960	Tokyo CM Center Col J. H. Stewart	Industrial surveys	Tokyo Japan	Contract expiration
1950	1954	USIA (IPS) Mr Mundy	Govt info services	Washington DC	To accept o'seas asgmt
1949	1949	Housing Authority, Baltimore; Mr Kilburn	Public housing authority	Baltimore Md	To accept better job
1948	1949	Guide Publications Inc Dr Kobre	Publishing	Baltimore Md	To accept better job

16. FOREIGN COUNTRIES VISITED (SINCE 1930) (Exclusive of military service)

COUNTRY	DATE LEFT USA	DATE RETURNED USA	PURPOSE
Western Europe	1944	1945	Military service
Japan	1946	1948	ditto
Japan-Korea	1950	1953	USIA activities
Japan	1955	1960	Civil service
Western Europe	1960	1960	Tourism
France, western Europe	1962	1972	Business, tourism

15. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY, U. S. A., OR ANY COMMUNIST OR FASCIST ORGANIZATION?

No

(ANSWER "YES" OR "NO")

16. ARE YOU NOW, OR HAVE YOU EVER BEEN A MEMBER OF ANY FOREIGN OR DOMESTIC ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP OR COMBINATION OF PERSONS WHICH IS TOTALITARIAN, FASCIST, COMMUNIST OR SUBVERSIVE, OR WHICH HAS ADOPTED OR SHOWS A POLICY ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DENY OTHER PERSONS THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES OR WHICH SEEKS TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS?

No

(ANSWER "YES" OR "NO")

17. IF YOUR ANSWER TO QUESTION 15 OR 16 ABOVE IS "YES", STATE THE NAMES OF ALL SUCH ORGANIZATIONS, ASSOCIATIONS, MOVEMENTS, GROUPS, OR COMBINATIONS OF PERSONS, DATES OF MEMBERSHIP, AND OFFICES HELD. IN QUESTION 21 OR ON A SEPARATE SHEET TO BE ATTACHED TO AND MADE A PART OF THIS FORM, GIVE COMPLETE DETAILS ON YOUR ACTIVITIES THEREIN AND MAKE ANY EXPLANATION YOU DESIRE REGARDING YOUR MEMBERSHIP OR ACTIVITIES

NAME	ADDRESS	FROM	TO	OFFICE HELD

18. MEMBERSHIP IN OTHER ORGANIZATIONS (*List all organizations in which you are now a member or have been a member, except those which show religious or political affiliations.*)

NAME	ADDRESS	TYPE	FROM	TO	OFFICE HELD
British Interplanetary Soc	London	Professional	1955	present	Fellow
Soc of Tech Communication	Washington	"	1968	present	Sen Member
Intl Science Writers Assn	London	"	1965	present	Member
American Club	Paris	Social	1962	present	Member

19. RELATIVES (*Parents, spouse, divorced spouse, children, brothers, and sisters, living or dead. Name of spouse should include maiden name and any other names by previous marriage. If person is dead, so state under "address" and enter other information as of time of death.*)

RELATION	NAME IN FULL	YEAR OF BIRTH	ADDRESS	COUNTRY OF BIRTH	PRESENT CITIZENSHIP
Daughter	Pamela A. Richardson	1950	5 villa Madrid 92 Neuilly France	USA	USA
Daughter	Michelle D. Richardson	1953	5 villa Madrid 92 Neuilly France	USA	USA

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20. REFERENCES (Name three persons, not relatives or employers, who are well acquainted with you.)

NAME	ADDRESS	YEARS KNOWN
G. K. [illegible], Jr	[illegible] Road [illegible]	[illegible]
S. P. Freedman	420 East 23 Street (6C) New York NY 10010	29
Col Gordon Wallace	350 Moreland Circle Prescott AZ 86301	29

21. HAVE YOU EVER BEEN ARRESTED, TAKEN INTO CUSTODY, HELD FOR INVESTIGATION OR QUESTIONING, OR CHARGED BY ANY LAW ENFORCEMENT AUTHORITY? (*You may omit: (1) Traffic violations for which you paid a fine of $30 or less, and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely forfeited collateral.*)

____
(ANSWER "YES" OR "NO")

22. WHILE IN THE MILITARY SERVICE WERE YOU EVER ARRESTED FOR AN OFFENSE WHICH RESULTED IN A TRIAL BY DECK COURT OR BY SUMMARY, SPECIAL, OR GENERAL COURT-MARTIAL?

____
(ANSWER "YES" OR "NO")

IF YOUR ANSWER TO 21 OR 22 IS "YES," GIVE DETAILS IN ITEM 23, SHOWING FOR EACH INCIDENT: (1) DATE, (2) CHARGE, (3) PLACE, (4) LAW ENFORCING AUTHORITY OR TYPE OF COURT OR COURT-MARTIAL, AND (5) ACTION TAKEN.

23. SPACE FOR CONTINUING ANSWERS TO QUESTIONS (*Show item numbers to which answers apply. Attach a separate sheet if there is not enough space here.*)

CERTIFICATION

NOTE: *The original copy must be signed by the person named in item 1 on this form.*

I certify that the above information is correct and complete to the best of my knowledge and belief.

May 1 1972
(DATE)

[signature]
SIGNATURE (Sign original only)

US GOVERNMENT PRINTING OFFICE 1962—O—644401 GPO 883-447

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 006102

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): CASASIN, Thomas B.	2. DATE OF BIRTH: 20 Jan 24	3. SEX: M	4. GRADE: GS-13	5. SD: D
6. OFFICIAL POSITION TITLE: Ops Off	7. OFF/DIV/BR OF ASSIGNMENT: DDP/EUR	8. CURRENT STATION: Paris		

9. CHECK (X) TYPE OF APPOINTMENT
- X CAREER
- RESERVE
- TEMPORARY
- CAREER-PROVISIONAL (See instructions - Section C)
- SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT
- INITIAL
- X REASSIGNMENT SUPERVISOR
- X ANNUAL
- REASSIGNMENT EMPLOYEE
- SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 31 May 1971

12. REPORTING PERIOD (From- to-): 1 April 1970 to 31 March 1971

SECTION B — PERFORMANCE EVALUATION

U–Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M–Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P–Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S–Strong: Performance is characterized by exceptional proficiency.

O–Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Gained full-time employment as a senior executive of a foreign scientific publication for the purpose of further developing access to Station targets and appreciably lowering the overall cost of the operations in which he is involved.	O
SPECIFIC DUTY NO. 2: Uses his cover to gain access to MHHARSH personnel and spot leads on eventual access and support-type assets directed against the local MHHARSH and TPFAST targets.	S
SPECIFIC DUTY NO. 3: Develops and assesses MHHARSH officials with whom he has made contact as well as access prospects to the local MHHARSH and TPFAST targets.	P
SPECIFIC DUTY NO. 4: Responds to various Station requirements including investigative work.	S
SPECIFIC DUTY NO. 5: Reports on the above activities.	P
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 7-68 45 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period under review, Subject managed to gain full-time employment as a senior executive of an HBSPRITE government subsidized scientific publication at a time of economic slowdown when jobs were not easy to get. He did this without help from Headquarters or the Station. Such an achievement is a tribute to Subject's fluency in French, his ability to write, his general scientific know-how and his good buisness sense. Over half of his salary therefore is now paid by this company. In converting to full-time employment, a major adjustment, Subject's contribution to the Station operations in the MHHARSH and TPFAST fields against which he is targetted temporarily decreased somewhat. Subject continued, however, to maintain contact with three local MHHARSH officials and initiated contact with three others. He also continued to search for new leads to personalities in the priority areas assigned to him. Subject has the capability to call on local scientists or technicians of just about any nationality with the possible exception of TPFAST citizens. He has used this near-unique potential well.

Subject has had occasional difficulty switching from "professional" or intellectual subjects in his development of MHHARSH personalities or access prospects to more down-to-earth interests necessary —con't—

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE	SIGNATURE OF EMPLOYEE
9 June 1971	/s/ Thomas B. CASASIN

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
18 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
	Handling Officer	/s/ Francis S. Sherry

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The Station submitted comments on Subject officer recently in OFPT-16549 (8 April 1971), to which we should add that Subject has, largely on his own merits, acquired a solid and potentially highly useful cover employment. However, this new employment will demand a very substantial amount of time and energy from Subject, and the unanswerable question at the moment relates to his availability for Organizational tasks. We shall need additional time and careful working with this officer to determine the answer, since the fiscal outlay from the Organization to support his continued stay in Paris is still quite

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
24 May 1971	[illegible]OS	/s/ Hugh Montgomery

SECRET

FITNESS REPORT

Section C (continued)

to the development of human relations. His forte is therefore more in the field of spotting and making operational contacts than in that of more than short-range operational development. Subject's operational situation makes it impossible for him to attempt recruitments. Thus, his very real achievements are not by essence of the spectacular variety.

Subject's reporting has been satisfactory and continue to be copious. He could, however, further improve the selectivity of the leads provided the Station and make more of an effort to "digest" the information contained in his reports.

Although Subject has, at present, no supervisory function, he has repeatedly requested such a responsibility. He is careful with operational expenses and has exercised good security.

During the period under review, additional efforts have been made to make full use of Subject's potential and integrate him further in the work of the station component with which he works. He is a particularly valuable asset for the Station programs directed against the local MHHARSH and TPFAST targets.

Section D (continued)

substantial. In a word, is it worth it? We do not yet know, although our initial impressions are favorable.

On the fitness report itself, this rater would have preferred an "S" rating for specific duty number one; Subject may ultimately deserve an "O", but it does not seem warranted at the present time. Moreover, I believe the overall rating would more properly have been in the higher range of the "P" category, rather than "S", but it is of course a subjective judgment of the rating officer, who is more intimately and directly involved with Subject on a frequent basis.

In sum, the cover is superb, and only time will reveal to what extent the cover requirements permit a full measure on behalf of the Organization. We are following this aspect closely and will be commenting upon it subsequently as we gain experience and knowledge.

FITNESS REPORT

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[illegible]	20 Jan 1924	M	GS-15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
	[illegible]	Paris

9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
X	CAREER	RESERVE / TEMPORARY		INITIAL	REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL (See instructions - Section C)		X	ANNUAL	REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):			SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 April 1969 - 31 March 1970

SECTION B — PERFORMANCE EVALUATION

U–Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M–Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P–Proficient Performance is satisfactory. Desired results are being produced in the manner expected.

S–Strong Performance is characterized by exceptional proficiency.

O–Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Established and maintains a legitimate S&T publishing representation for the purpose of developing natural access to Station targets.	S
SPECIFIC DUTY NO. 2: Uses his cover to develop leads on eventual access or support type assets to be used by the Station against the local MHHARSH target.	S
SPECIFIC DUTY NO. 3: Responds to various Station requirements including investigative work.	S
SPECIFIC DUTY NO. 4: Initiates contact with selected local MHHARSH targets and undertakes to develop sufficient rapport with them to provide operational assessments.	S
SPECIFIC DUTY NO. 5:	-
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

14-00000

SECTION C — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

The comments of the rating officer are limited to the period from October 1969 to March 1970 during which he worked with Subject. The previous rating officer has added his comments to allow coverage of the total indicated period from April 1969 to March 1970. During this period Subject was integrated in a new team assigned to the local S&T and Commercial MHMARSH target. Subject's recent activity has been very productive indeed. Subject used the excellent potential given to him by his cover to skillfully spot and assess access agent candidates. As Subject's operational situation in Paris precludes making recruitment, the most promising of these candidates was placed in contact with a Station officer during social events Subject organized. At the same time, Subject continued his efforts to develop personal relationship with several MHMARSHers. The beginning of personal, as opposed to purely professional, relations with a major MHMARSH target enabled him to obtain insight into the target's beliefs and personality which was the best the Station had to date. Subject also managed to establish contact with two other MHMARSH representatives of interest. This, in one case, required almost six months to accomplish via a combination of patience, skill and determination. Subject is an experienced officer. He is cost conscious and practices good security. The Station has no other asset with the necessary scientific and editorial know-how, fluent French and local knowledge to replace Subject. In view of this and the recent progress made by Subject in response to very specific requirements and his willingness to try to establish personal and, hopefully, social relations with access prospects and MHMARSH targets, the Station recently recommended that he be extended in Paris. At the same time, the Station recommended that Subject's cover be reinforced by full-time employment with Subject's current [illegible] part-time employer.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR [illegible] Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/ Francis Sherry
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

As previous Station correspondence and fitness reports will reflect, this officer has been the subject of varying evaluations and projections in recent years. In fairness to him, however, it is equally true that an officer under non-official cover reflects, in the level and quality of his performance, the amount and type of guidance, direction and push he receives from the responsible inside case officer. Making allowances for these variables, this officer's past record has not been impressive; however, it is also correct to note that he has improved substantially during the latter part of the period under review, and that if the Station can work out some fiscal arrangement which will reduce the heavy financial input

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 May 1970	[illegible]	Hugh Montgomery

SECRET

Section D3 continued

from the Organization, his continued presence at this Station definitely appears to be warranted for a sufficient period to reach more definite conclusions concerning the level of sustained performance over a somewhat longer period than that reflected by this report.

On balance, we are pleased that this officer has responded so well to greater case officer direction and that he has undertaken somewhat more aggressive efforts to expand his range of contacts in immediate proximity to the primary Station targets. This officer does bring many talents to bear on his operational activity: he has absolutely fluent French, a solid and exploitable cover, and a vast range of contacts in the local community. Nonetheless, it will require additional time to explore these contacts in depth, select those which appear to be operationally viable, and pursue them actively either to the point of recruitment by another officer or elimination from further development, for whatever reason.

In sum, in spite of the recognized and commendable improvement in this officer's performance during the period under review, the reviewer submits that the letter grade for specific duties 2 and 4 would more properly have been a "P", and that the overall rating, at this point, would more accurately be set at a level between "P" and "S", probably closer to the former than the latter.

This reviewing comment has been read by the officers who prepared the Fitness Report.

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 006102

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CASASIN, Thomas B	20 Jan 1924	M	GS-15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/EUR/France	Paris

9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT	
X CAREER	RESERVE / TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)		X ANNUAL	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):		SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 October 1968 - 31 March 1969

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Establishes and maintains a legitimate S&T publishing representation for the purpose of developing natural access to Station targets.	S
SPECIFIC DUTY NO. 2: Develops cover pretexts to meet WOLADY and third national of operational interest in the S&T community.	S
SPECIFIC DUTY NO. 3: Responds to Station ad-hoc requirements on the local internal target.	S
SPECIFIC DUTY NO. 4: Develops potential agent prospects in the S&T community to the point where they can be recommended as Station agent candidates.	P
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 6-63 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

14-00000

SECRET

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

During this reporting period subject had very markedly increased the tempo of his activities and contacts. Many agent prospects have been screened and contacts were established with people of interest to several elements of the Station. Subject is particularly thorough and outstanding on specific investigations where he utilized cover in a skillful and imaginative way. He has improved in terms of people development but in this respect he is still best with people in a professionally related context rather than a contrived social context. As mentioned in the previous report subject's cover assignment does not allow him to make recruitments. Subject has a high degree of cost consciousness and does not exercise any supervisory responsibilities.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
11 June 1969	/s/ Thomas B. CASASIN

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
5 June 1969	Ops Officer	/s/ Murat Natirboff

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I do not concur in this rating. I would have given the employee STRONG in the performance of his cover responsibilities, that is to say in the manner in which he has created and expanded his cover. I would have restricted myself to PROFICIENT, however, in assessing his exploitation of that cover for operational purposes. For a fuller treatment of this staff agent's performance, suggest that reference be made to the NOC Status Report, submitted 26 May 1969, via OFPA-89925.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 JUNE 1969	Chief of Station	/s/ David kE. Murphy

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
00G102

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CASASIN Thomas B.	20 Jan 1924	M	GS-15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/EUR/France	Paris

9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT
CAREER / RESERVE / TEMPORARY	INITIAL / REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)	XXXX ANNUAL / REASSIGNMENT EMPLOYEE
SPECIAL (Specify):	SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 April 1967 - 31 March 1968

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Establishes and maintains a legitimate S&T publishing representation for the purpose of developing natural access to Station targets.	S
SPECIFIC DUTY NO. 2: Develops cover pretexts to meet WOLADY and third national of operational interest in the S&T community.	S
SPECIFIC DUTY NO. 3: Responds to Station ad-hoc requirements on the local internal target.	S
SPECIFIC DUTY NO. 4: Develops potential agent prospects in the S&T community to the point where they can be recommended as Station agent candidates.	P
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS. SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Since the last reporting period Subject's efforts were directed by the Station toward the spotting, developing and assessing WOLADY S&T agent candidates in terms of recruitment and inclusion in the Station's S&T spotting network.

Subject has done thorough and at times imaginative spade work in this field despite the fact that the mission was not as successful as anticipated. Recent progress however would indicate that the next reporting period would be more productive.

Subject continues to respond to ad-hoc specific assignments in an exemplary manner.

Because of the nature of his cover assignment Subject is not authorized to make recruitments.

Subject has a high degree of cost consciousness. He does not exercise any supervisory responsibilities under his cover assignment.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
24 Oct. 1968	/s/ Thomas B. CASASIN

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
2[illegible] Oct. 196[illegible]	Ops Officer	/s/ Murat Natirboff

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See attached.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	Chief of Station	/s/ David E. Murphy

SECRET

3. It is difficult to place in the proper perspective the contribution of this senior staff agent to Paris Station operations. On the one hand, Subject has established superb cover in the scientific and technical field which should have afforded him virtually unlimited access to persons of interest to us, both Soviet and potential access agents. In evaluating the manner in which the employee set up and managed this cover, I would tend to agree with his comments to the fitness report on the [illegible] demands on him although these comments are somewhat overdrawn.

The principal difficulty has been the time it has taken to relate the cover potential to the <u>specific</u> operational requirements of the Station. We have not received from CASASIN as [illegible] leads and assessment reports to persons of operational interest in the S&T field as we think he could have produced. It may be that the earlier listing of the project (viewed as a regional undertaking) contributed to this.

Recently we have noted significant improvement in that we have received responses to requests we have made for assessment and development of potential access agents within a cover context. We hope, therefore, that this last year of CASASIN's stay will be the most productive ever. It is unfortunate that the cover must end because of the cover company's decisions over which we had no control.

/s/ David E. Murphy

14-00000

SECRET

ADDENDUM, Form 45 (Fitness Report), for period March 67-March 68.

Section D

As the individual being rated, I would like to add some remarks to those prepared by the rating officer.

The assignment I have includes managerial responsibilities which (a) are essential to the continued existence and security of the cover mechanism as a vehicle for operational exploitation, and (b) are not necessarily visible to those "on the inside."

In the case of (a), I must engage in a constant orchestration of the cover and the facilities it offers. This means maintaining a managerial equilibrium to insure that cover work will not become, of itself, so demanding that it negates the cover's utility to the CS. In effect, the top officers and middle managers of the cover corporation [who are not cleared and witting] have to be satisfied that their demands are met (or cannot be), or else manipulated in order to neutralize or reject their demands. After all, the cover position is to them a legitimate, normal, workaday post in their firm. What work is done at their bidding, it follows, must be accomplished according to the high standards of thoroughness and accuracy which they have set.

In the case of (b) -- which derives from (a) -- and can prove to be so demanding that the needs of the CS could no longer be served, the incumbent is required to manage a span of human contacts at several levels in order to preserve his cover position and enhance its value to the CS. This means planning, directing and managing the work of multinational, multicultural teams of technical correspondents, as well as meetings and negotiations to improve the [cover firm's] relations with similarly widespread individuals at the levels of editor-in-chief, publisher, corporate vice-president, president, and chairman of the board. These levels are scattered not only through industry, but have their analogs as well in government, higher education, and professional societies.

Having previously managed both a CS base and the principal denied-areas operating component of a major field Station, I can report quite honestly that my present managerial responsibilities exceed the former -- despite the apparent lack of "supervisory responsibilities" in my present position.

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 006102

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CASASIN, Thomas B. (SA)	20 Jan 24	M	GS-15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/EUR/France	Paris

9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT
CAREER / RESERVE / TEMPORARY	INITIAL / REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)	XXX ANNUAL / REASSIGNMENT EMPLOYEE
SPECIAL (Specify):	SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 April 1966 - 31 March 1967

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Establishes and maintains a legitimate S&T publishing representation for the purpose of developing natural access to Soviet S&T personnel.	S
SPECIFIC DUTY NO. 2: Develops cover pretexts to meet, assess, and recommend as agent candidates WOLADY and Third Nationals in the HEPAIRY S&T community.	S
SPECIFIC DUTY NO. 3: Contacts and develops local Soviet Bloc personnel.	S
SPECIFIC DUTY NO. 4: Develops cover pretexts to attend selected scientific conferences.	S
SPECIFIC DUTY NO. 5: Responds to local Station adhoc operational requirements.	S
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS. SECRET

GROUP 1 Excluded from automatic downgrading and declassification

SECTION C — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject continues to maintain a secure effective cover mechanism. In this reporting period the whole thrust and objectives of this cover facility have been changed from pursuit of targets designated by Headquarters at international conferences to pursuit of the local Soviet presence. This has caused a major readjustment and Subject is now beginning to produce the type of leads that help the Station achieve its local operational objectives.

Subject continues to show a well organised methodical approach to his cover and operational tasks.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 August 1967	Ops Officer	/s/[illegible]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I rarely see the written product of this employee's efforts and know little of his work except as I am informed of it by his supervisor in the Station. I have the impression, however, that the employee is responding to his supervisor's guidance and is not by any means simply drifting along paths indicated by his cover work, which can be a temptation when an employee has, as is true in this case, rather limited contact with his colleagues who work under official cover on the same target. I thus concur in the evaluation on the basis of limited knowledge.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
9 August 1967	Ops Officer	/s/Robert K. Owen

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER
006102

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CASASIN Thomas B.	20 Jan. 1924	M	15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WE/French	Paris

9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
	CAREER			INITIAL	
	RESERVE			REASSIGNMENT SUPERVISOR	X
	TEMPORARY		X	ANNUAL	
	CAREER-PROVISIONAL (See Instructions - Section C)			REASSIGNMENT EMPLOYEE	
	SPECIAL (Specify):			SPECIAL (Specify):	

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
	1 April 1964 - 2 June 1965

SECTION B — PERFORMANCE EVALUATION

W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.
S - Strong	Performance is characterized by exceptional proficiency.
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1 Contact, cultivation and assessment of, and collection of biographic and operational intelligence on Soviet scientific and technical targets, and on other Soviets and other nationalities to whom he has access through his cover.	O
SPECIFIC DUTY NO. 2 Spotting and assessment of potential operational assets to be used against the targets specified under Specific Duty No. 1.	S
SPECIFIC DUTY NO. 3 Execution of operational assignments as directed by Hqs and field stations concerned, whether of a KUTUBE, KU[illegible]LF or KUDESK nature.	O
SPECIFIC DUTY NO. 4 Preparation or acquisition of cover firm written material as operational information to increase his access and flexibility in furtherance of Specific Duties Nos. 1 through 3.	O
SPECIFIC DUTY NO. 5 Planning, directing and managing overseas bureau of cover firm, with emphasis on exploitation of the cover to meet operational requirements.	O
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	O

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

OFFICE OF PERSONNEL

SECRET
(When Filled In)

SECTION C — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable. During the reporting period this employee as a staff agent has continued the solidification of his cover and the expansion of his operational activity within his cover to a point where he represents as deeply buried a staff officer as can be found in anyone with his past organizational background. From the point of view of the host country authorities he appears to be completely legitimate. From the more important point of view of his targets, he also apparently has been accepted, and not through a lack of opportunity for scrutiny, for what he claims to be. He thus represents for KUBARK an asset who has not only solid status and access cover, but also the demonstrated capability for exploiting his cover for specific and aggressive operational undertakings.

As has been stated in past fitness reports, his present capability directly and openly to approach operational targets through the vehicle of his cover is the result of his own efforts, in which he has devoted a tremendous amount of work not only to establish and enhance the foundations of the cover, which requires a considerable amount of work for the cover company, but to devise and exploit ways and means by which the cover activity may be applied directly to operational tasks and programs. In addition to operational activity in his country of assignment, he has also been used in Hqs-directed activity in other countries, usually involving direct contact with target individuals, and in addition he has contributed greatly to the acquisition of operational information for the use of Hqs components in their overall approach to Soviet scientific and technical targets.

It would be difficult to fault this employee with respect to energy, professional skills, and mental capacity. He is a keen student of his operational environment and very skillful in analyzing the possibilities it offers for application toward operational objectives. He shows considerable resourcefulness in devising logical and credible (continued)

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
1 June 1965	/s/ Thomas B. Casasin

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
1 June 1965	Ops Officer	/s/ James M. Flint

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Since the Reviewing Officer in the field has not indicated his views on this Fitness Report, I would like to make a comment of my own. Without wishing to detract from anything the Supervisor has said about Subject's performance, I feel obliged to note that the ratings given him in this report are higher than those given, for example, to any Branch Chief in this Division, and, as such, are inconsistent with the grading pattern of the Division as a whole.

2 June 1965 Chief, External Ops /s/ Robert E. Owen Reviewing Officer

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
24 June 65	DC/WE	Edward Ryan

SECRET

SECTION C continued   Thomas B. CASASIN

approaches to operational problems and personalities, and expends considerable effort in maintaining a level of specialized knowledge sufficient to backstop his cover and to ensure the maximum exploitation of his contacts with target organizations and individuals. His command of spoken, written, and technical French is excellent.

From the point of view of supervision, this employee in his present position requires guidance only insofar as to identify specific targets and for him to protect himself in situations where he does not have, by virtue of his not having access to official files, specialized information. ~~Otherwise~~, he requires no supervision other than the periodic provision of policy and operational directives.

This employee has always been conscious and punctillious in his preparation of operational and administrative reports, including financial accountings, and his reporting in general, despite the burdens imposed by the necessity for minimizing the risks inherent in the lack of access to classified storage, leaves nothing to be desired.

Other than the funds for operational activities, this employee currently has no responsibility for the programming and use of personnel, space, equipment, and funds.

With respect to dedication to his job, this employee has practically speaking single-handedly built his present cover/operational position despite a number of negative factors inherent to his situation such as relative isolation, meager opportunity for contact with his professional group, and expensive area of assignment, and an exposed cover situation where the necessity for living cover is compounded by the necessity of avoiding mistakes which might jeopardize cover. His dedication to and enthusiasm for accepting the challenge ofthis assignment, and his willingness to continue on in it, deserve particular mention, particularly since he would perhaps justifiably feel that his present assignment may leave him outside the mainstream of competitive organization progression.

This employee's health and family situations leave nothing to be desired, as his proven mobility in the execution of operational assignments attests.

It should further be noted that with respect to the problem endemic to deep-cover assignments of allocation of time between cover work and operational activity, this employee comes very close to the happy norm of making cover work complement operational work, and making operational work contribute where possible to the enhancement of cover.

While this employee's assignment to date has essentially been a one-man show, it is recommended that serious consideration be given to expanding the operational complex which he has created in order to capitalize on his experience, the work he has put in to date, and his own management capabilities.

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*(Section B) - No special recognition of Subject's "Outstanding" overall performance is being requested at this time.

HAIL ROOM

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OFFICE OF PERSONNEL

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 006102

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
CASASIN Thomas B.	20 Jan 1924	M	GS-15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops. Officer	DDP/WE/France	Paris

9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL / X ANNUAL / SPECIAL (Specify): / REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.: 31 May 1964

12. REPORTING PERIOD (From- to-): 1 April 1963 - 31 March 1964

SECTION B — PERFORMANCE EVALUATION

- W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong: Performance is characterized by exceptional proficiency.
- O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise *(indicate number of employees supervised)*.

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Finding, cultivating unwittingly and assessing new target personalities among Soviet scientists, engineers and other technical specialists.	S
SPECIFIC DUTY NO. 2: Continuing the assessment and unwitting development of established targets in the same category.	S
SPECIFIC DUTY NO. 3: Development of similar leads on target personalities from other denied areas; making recruitments outside base country.	S
SPECIFIC DUTY NO. 4: Development and assessment of technical personalities of interest to Station's internal (domestic) programs.	S
SPECIFIC DUTY NO. 5: Managing and directing cover company's foreign bureau and its assets to strengthen own cover and diversify access for KUTUBE, KUWOLF and KUDESK purposes.	O
SPECIFIC DUTY NO. 6: Researching, writing and editing own and others' material published by cover company to strengthen cover and diversify access for KUDOVE operational purposes.	O

OVERALL PERFORMANCE IN CURRENT POSITION

	Rating Letter
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS. SECRET

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(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

This employee combines the relatively rare combination of a senior and broadly experienced intelligence officer under working cover providing both long-term status in his country of residence (and in Europe in general) and access for a variety of operational functions, including spotting, assessing, contact with Soviet bloc nationals of specific interest, investigative measures, assessment in depth of ostensibly cover-company hired persons, and attendance at a broad range of national and international specialized meetings. Development of the capability operationally to exploit his cover has been the achievement of the employee himself. In so doing he has at the same time achieved genuine acceptance by his cover company associates (most of whom are unwitting) and his colleagues in his cover profession and related professions.

In undertaking operational tasks this employee has consistently shown initiative imagination, security consciousness, and application of both operational and substantive background to the problem at hand. He has put a conscious effort into improving his already excellent command of the French language, and his grasp of a variety of specialized scientific and technical fields has been achieved basically as a result of his own efforts.

His management of operational reporting, finances, and the administrative problems connected with his cover status has been exemplary.

It should be noted that during the reporting period, this employee has not had the benefit at all times of specific pinpointed operational direction. As of the end of the reporting period, Headquarters assumed control of his activities against specific Soviet targets on a Europe-wide basis.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
25 May 1964	/s/ Thomas B. CASASIN

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
Eighteen		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
25 May 1964	Ops. Officer	/s/ James Flint

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 May 1964	Ops. Officer	/s/ Robert E. Owen

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:

NAME OF EMPLOYEE (true)	DATE (from item 5.1)	NAME OF SUPERVISOR (true)	DATE (from item 5.2)
Thomas H. CASASIN	9 Dec 1963	Jason Flint	27 Dec 1963

NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:	DATE

DO NOT COMPLETE

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7a. DATE OF PCS ARRIVAL IN 10 September 1962
4. SERVICE DESIGNATION (if known) 25 Jan 1924 GS-15		5. CURRENT STATION OR FIELD BASE Operations Officer, GS-15	7b. EXPECTED DATE OF DEPARTURE FROM FIELD September 1965
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR Paris Rome			7c. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS

8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):

Staff agent assigned to a major overseas station, exploiting the cover provided by a major firm of technical periodical publishers. I take my instructions from a section chief within the station, and report in writing on the progress of my cover development and its operational application.

For operational reasons, I develop and assess operational leads in the FI, CI and CA areas, principally against denied area targets. I also handle local investigations and such cases as the station determines will fit into my cover, or which I can otherwise handle in alias. I travel to other field stations to handle such tasks as they request or Hq directs. I handle all cover tasks as they appear.

9. PREFERENCE FOR NEXT ASSIGNMENT:

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

I would like to continue to serve essentially in the same capacity as described above, although I would like eventually to add more supervisory and managerial functions to my responsibilities. I would like to expand the operating base provided by the cover organization by taking on several journeyman case officers to work with me against both denied area and host country targets, and to make the cover facility and the access it provides of more versatile use to both the station and to KUDOVE as a whole.

My second choice would be to return to Hq, and use the knowledge and experience I have gained in my present job to (1) select staff personnel who will be placed in non-official cover, (2) select the cover mechanisms proper, (3) train our personnel for the proper discharge of their total responsibilities while serving under such cover.

9. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

The completion of work toward a master's or doctor's degree in the physical or life sciences, or in the management/administration of the sciences and their personnel.

FORM 3-59 202 OBSOLETE PREVIOUS EDITIONS. SECRET (4)

SECRET

9. PREFERENCE FOR NEXT ASSIGNMENT (continued)

C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:

[1] RETURN TO MY CURRENT STATION, after a one-year extension of my present tour

[2] BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY. WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT:

1ST. CHOICE OTR 2ND. CHOICE Cover Group 3RD. CHOICE Office/Personnel

[3] BE ASSIGNED TO ANOTHER FIELD STATION. WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS:

1ST. CHOICE Geneva 2ND. CHOICE Brussels 3RD. CHOICE New Zealand/Canada

10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?

INDICATE NUMBER OF WORK DAYS 25

11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:

Wife, will be 37 in 1965; two daughters, 15 and 12 in 1965

11A. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT

Next post should have high school facilities teaching in French or in English.

12. SIGNATURE: COMPLETE ITEM NO. S-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.

TO BE COMPLETED BY SUPERVISOR AT FIELD STATION

13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Chief, External concurs in subject's wish for one year extension and return for second tour after home leave in the fall of 1965. However, subject's wish as expressed in 9.A. of having case officers working under him is not feasible at this time.

14. SIGNATURE: COMPLETE ITEM NO. S-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.

TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS

15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

Recommend Home Leave and return for another tour.

SR Concurs.

16. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER DATE 6 February 1964	SIGNATURE G.K. Hogannam (signed)

FOR USE OF CAREER SERVICE

17. EMPLOYEE [X] HAS [ ] HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	18. REFERENCE DISPATCH NO. CFPS-7775 CABLE NO.
19. TYPED OR PRINTED NAME Dwight M. Collingford	20. SIGNATURE /s/
21. TITLE Secy, CS Career Panel	22. DATE 26 Feb 64

23. COMMENTS Approved extension of present tour to Sep 1965, home leave and second tour.

SECRET

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SECRET
(When Filled In)

FITNESS REPORT

CASASIN

EMPLOYEE SERIAL NUMBER: 037367

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[redacted]	20 Jan 1924	M	GS-15	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/SR	Paris

9. CHECK (X) TYPE OF APPOINTMENT

	CAREER	RESERVE	TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)		
	SPECIAL (Specify):		

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.: 31 May 1963

12. REPORTING PERIOD (From- to-): 10 September 1962 - 31 March 1963

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Establishment and maintenance of cover as a genuine working member of his profession.	O
SPECIFIC DUTY NO. 2: Spotting and assessing persons of operational interest to Paris Station and to other stations.	S
SPECIFIC DUTY NO. 3: Investigating of organizations and phenomena of operational interest to the Station.	S
SPECIFIC DUTY NO. 4: Collection of positive and operational information using his cover for entree.	S
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 6-62 45 OBSOLETE PREVIOUS EDITIONS.

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GROUP 1 Excluded from automatic downgrading and declassification

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(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

See attached sheet.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE 15 May 1963	SIGNATURE OF EMPLOYEE [redacted]	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 6½ months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 15 May 1963	OFFICIAL TITLE OF SUPERVISOR Operations Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/ James Flint
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL See attached sheet		
DATE 20 May 1963	OFFICIAL TITLE OF REVIEWING OFFICIAL OPS Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/ Edward Ryan

SECRET

SECRET

SECTION C NARRATIVE COMMENTS

The assignment of this employee to the field under non-official cover was designed to compensate for the loss of an employee in an official cover slot which was cut from the Station's ODACID allotment of personnel positions.

During the reporting period this employee has accomplished with success the convincing establishment of his cover in a complex milieu, and has been accepted as legitimate by his professional colleagues, the persons whom he meets under cover, and the French authorities. It should be noted that his ability to assume his cover has been largely the result of his own efforts over a period of years to acquire and maintain a familiarity with the general scientific field.

During the reporting period he has developed a wide circle of contacts in the scientific and journalistic fields and applies a long background in a variety of assignments in KUDOVE to the determination and assessment of operational potential among these contacts. At the same time his cover organization, in which only four persons are witting of his actual status, has shown itself to be more than satisfied with his performance of his cover duties.

This employee requires a minimum of detailed operational supervision; it is necessary in specific cases only to indicate the operational or informational objectives.

From the point of view of administrative support, his attention to detail and meticulousness reduce the problems of his support by the Station to a minimum.

This employee uses the French language continuously, and his facility is such as to permit him to handle himself excellently in a broad range of complex technical subjects. He has in addition undertaken specialized French language training to develop this capability further. His operational reporting is excellent both with regard to clarity and pertinence.

In the immediate future he will be assigned case work, for the most part in fields where it will complement, and be complemented by, his independent operational activities and cover work.

SECRET

6 August 1962

Memorandum in Lieu of Fitness Report

Subject: [redacted]

My last statements concerning the performance of [redacted] should be extended to cover the remainder of his service as Chief of SR/6. He departed headquarters for a field assignment 31 July 1962.

QUENTIN C. JOHNSON
Chief of Operations and Plans
SR Division

signed
HOWARD J. OSBORN

CONCUR:

HOWARD J. OSBORN
Chief, SR Division

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Recorded by C/I/D

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
[redacted]	20 January 1924	M	GS-14

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	Branch Chief	OC/SR/6

8. CAREER STAFF STATUS: NOT ELIGIBLE / MEMBER / DEFERRED / PENDING / DECLINED / DENIED

9. TYPE OF REPORT: INITIAL / REASSIGNMENT/SUPERVISOR / X ANNUAL / REASSIGNMENT/EMPLOYEE / SPECIAL (Specify)

10. DATE REPORT DUE IN O.P.:

11. REPORTING PERIOD From July 1960 To October 61

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

Specific Duty	Rating No.
SPECIFIC DUTY NO. 1 Supervises large functional branch of thirty-seven staff and fifteen contract personnel.	5
SPECIFIC DUTY NO. 2 Plans and programs for operations support, including initiation of new support activities.	5
SPECIFIC DUTY NO. 3 Supervises preparation of, and sometimes personally prepares, special studies both on own initiative and on request.	5
SPECIFIC DUTY NO. 4 Conducts liaison with various components of the Agency and with other agencies.	6
SPECIFIC DUTY NO. 5 Prepares and presents briefings.	6
SPECIFIC DUTY NO. 6 Supervises maintenance of SR Division records on Soviet defectors, supports exploitation of defectors and participates in their resettlement.	5

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO. 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS. SECRET (4)

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SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Mr. [redacted] a good knowledge of Soviet matters and generally is very well informed. He continually demonstrates much initiative and a high degree of productivity. He is stimulating to his associates, businesslike and delegates work easily. He appears very self-confident and he is dynamic.

Mr[redacted]supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
9 November 1961	[redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
Twelve	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- REPORT MADE WITHIN LAST 90 DAYS
- OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 November 1961	SR/Chief of Plans and Operations	QUENTIN E. JOHNSON

3. BY REVIEWING OFFICIAL

- X I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
21 NOV 1961	Chief, SR Division	JOHN M. MAURY

SECRET

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SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7 BELOW:

NAME OF EMPLOYEE (true)	DATE (from item 9-1)	NAME OF SUPERVISOR (true)	DATE (from item 9-2)
[redacted]	9/15/59	John Baker	

NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7 BELOW:		DATE
	Andrew L. Busby	6/30/60

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE
20 January 1924	GS-14	Operations Officer

4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE
DI	Tokyo, Japan

6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR	7. EXPECTED DATE OF DEPARTURE
	15 June 1960

8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):

Chief of Major External Geographic Branch (USSR-European Satellites) of large overseas station (Tokyo). As such, am responsible to Station Deputy for Operations.

Direct, manage, supervise and train 25 persons, including operations and project personnel under non-official cover, under State, Army, and Air Force cover. Personnel are divided functionally within FI, PP, and CI sections.

Initiate and launch new FI, PP and CI operations using best available independent assets as well as assets available through foreign (Japanese) liaison. Manage and exploit perennial operations; observe progress or deterioration of activities to insure that marginal and non-productive activities are terminated. Am case officer on my own operations, too.

Maintain liaison with other US agencies. Provide operational support to other Far East stations needing specialized aid as USSR-East European operations emerge and develop.

9. PREFERENCE FOR NEXT ASSIGNMENT:

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

I would like a challenging assignment overseas, again, as my first preference: I am especially interested in developing across-the-board FI-PP-CI programs "from scratch," with particular reference to building up long-term FI-CI programs and assets. I am not unduly particular as to area, but of course would prefer an area in which English or French is the lingua franca.

My next choice would be to go to an area whose language I do not know — but could learn — and which meets the requirements of the challenge stated in the first paragraph, above.

My next choice would be to return to Japan, where I could use my Japanese knowledge.

My next choice would be an assignment to a special training course at the national intelligence level.

My last choice would be reassignment directly to Headquarters.

I would especially enjoy an assignment in which I can combine on-the-job training of other personnel with the direction and management of their operational programs.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

Clandestine Services Review
State Senior Officers' Course
Appropriate additional language training
Outside advanced graduate work in international relations.

FORM NO. 202
1 SEP 54

SECRET

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9. PREFERENCE FOR NEXT ASSIGNMENT *(continued)*

C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 *(for 1st, 2nd and 3rd choice)* IN THE BOXES BELOW:

[2] RETURN TO MY CURRENT STATION [3] BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY

[1] BE ASSIGNED TO ANOTHER FIELD STATION

WITH RESPECT TO A POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE YOUR 1ST, 2ND AND 3RD CHOICE FOR GEOGRAPHIC AREA OR SPECIFIC STATION:

1ST CHOICE: Western Europe

2ND CHOICE: Eastern Europe, Africa, or Near East

3RD CHOICE: Latin America, Southeast Asia

10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?

10 weeks, including possible TDY INDICATE NUMBER OF WORK DAYS 60

11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:

Wife: Harriette, 32

Daughters: Pamela, 10; Michelle, 7

12. SIGNATURE: COMPLETE ITEM NO. 5-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.

TO BE COMPLETED BY SUPERVISOR AT FIELD STATION

13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

14. SIGNATURE: COMPLETE ITEM NO. 5-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.

TO BE COMPLETED BY APPROPRIATE SUPERVISOR AT HEADQUARTERS

15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE DIVISION TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

To be assigned as Chief, SR/6

16. NAME OF SUPERVISOR	SIGNATURE:
Andrew L. Busby	
TITLE: Chief, SR/Personnel	DATE: 30 June 1960

17. REMARKS *(additional comment)*

14-00000

SECRET
(When Filled In)

FITNESS REPORT

[illegible]

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
[redacted]	20 Jan 1924	M	GS-14

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
DI		FE/Tokyo Sta/SR

8. CAREER STAFF STATUS

	NOT ELIGIBLE		MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL	X	REASSIGNMENT/EMPLOYEE

SPECIAL (Specify)

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD
	From 1 Apr 59 - 24 June 60

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
NO. 1: Chief, Soviet Branch, responsible for activities of 24 staff and 8 contract employees	6	NO. 4: Case officer	5/6
NO. 2: Responsible for station SR planning, budgeting, and operating activities	6	NO. 5:	
NO. 3: Representing the station at varied levels in all SR matters	6	NO. 6:	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS							X
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS. SECRET (4)

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

In most respects, this officer is one of the best I have known in this agency. He has a broad and deep knowledge of his target area, as well as of his "host" country; an excellent and proven degree of operational "know-how"; the ability to write and speak lucidly and effectively and with apparent ease; and a very high degree of motivation and devotion to duty. He can be expected to continue his dynamic and imaginative pursuit of a most difficult target. It is my opinion that this officer has great potential and is ready for increased responsibilities which would involve the promotion for which he has been recommended. As for training, a good managerial course might help to bring into even sharper focus his many talents.

This report has been prepared in accordance with F E Division standards which recognize the principle of rating the individual against the group. Thus an 'average' rating reflects an entirely satisfactory performance.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
23 June 1960	[redacted] on transmittal

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):		

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 June 1960		[illegible] signed on ~~[illegible]~~ transmittal

3. BY REVIEWING OFFICIAL

✓	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	COS, Tokyo	John Baker/s/ on transmittal

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

	EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
[redacted]	20 January 1924	M	GS-14

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
		SR, Tokyo, Japan

8. CAREER STAFF STATUS

	NOT ELIGIBLE	X	MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD	SPECIAL (Specify)
31 May 1959	10 Apr 58 - To 31 Mar 59	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1: Supervises and directs operational branch of some 17 persons	5	SPECIFIC DUTY NO. 4: Case officer	6
SPECIFIC DUTY NO. 2: Conducts operational liaison with local intelligence and security services.	6	SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 3: Conducts liaison with U.S. military and civilian intelligence services	6	SPECIFIC DUTY NO. 6:	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS							X
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues as one of the most capable, professional and hard working of the branch chiefs in the Station. Working against a tough denied area problem, he demonstrates imagination, drive, excellent area background and knowledge, and a high degree of productivity. He definitely has the potential for an even more responsible position.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
27 April 1959	signed on transmittal

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
22	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):		

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 April 1959	DC Tokyo Station	William Nelson signed on transmittal

3. BY REVIEWING OFFICIAL

X	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 April 1959	C/Tokyo Station	John F. Baker signed on transmittal

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
RICHARDSON JACQUES	20 Jan 1924	M	DI

5. OFFICE/DIVISION BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
FE, TOKYO, JAPAN	Area Ops Officer

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-14		1 October 1957 - 9 April 1958

10. TYPE OF REPORT (Check one)				
	INITIAL	REASSIGNMENT-SUPERVISOR	X	SPECIAL (Specify) Promotion
	ANNUAL	REASSIGNMENT-EMPLOYEE		

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
27 May 1958	William F. Nelson	

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

THIS [illegible] PREPARED UNDER CRITERIA [illegible] STATION AND IN CONSONANCE [illegible] IN ORDER TO [illegible] FITNESS [illegible] AS POSSIBLE

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
27 May 1958	John F. Baker	

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 5/6

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

14-00000

SECRET
(When Filled In)

C. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (*do not rate as supervisors those who supervise a secretary only*).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	*HAS AND USES AREA KNOWLEDGE*	*CONDUCTS INTERROGATIONS*
GIVING LECTURES	*DEVELOPS NEW PROGRAMS*	*PREPARES SUMMARIES*
CONDUCTING SEMINARS	*ANALYZES INDUSTRIAL REPORTS*	*TRANSLATES GERMAN*
WRITING TECHNICAL REPORTS	*MANAGES FILES*	*DEBRIEFING SOURCES*
CONDUCTING EXTERNAL LIAISON	*OPERATES RADIO*	*KEEPS BOOKS*
TYPING	*COORDINATES WITH OTHER OFFICES*	*DRIVES TRUCK*
TAKING DICTATION	*WRITES REGULATIONS*	*MAINTAINS AIR CONDITIONING*
SUPERVISING	*PREPARES CORRESPONDENCE*	*EVALUATES SIGNIFICANCE OF DATA*

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1 As branch chief directs and plans operations of denied area branch.	5/6	SPECIFIC DUTY NO. 4 Conducts liaison with other U.S. agencies	6
SPECIFIC DUTY NO. 2 Conducts operational liaison with local security services.	6	SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 3 Develops and handles agents	6	SPECIFIC DUTY NO. 6	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject is an exceedingly well-equipped operations officer. He is mature, intelligent, has a thorough background in operations in his area and the ability to grow in his job. His operational planning and execution is usually impeccable. He has the loyalty of his subordinates and the respect of his equals and supervisors. He is particularly effective in dealing in the liaison field where his good sense and disinterest in "fighting the problem" produces a maximum of cooperation and good will. If he has any minor fault as a supervisor, it is not in impatience with his subordinates, as reflected in previous evaluations, but in an occasional unwillingness to say no to them.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....*productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents*....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 6

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER. Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle): RICHARDSON JACQUES
2. DATE OF BIRTH: 20 Jan 1924
3. SEX: M
4. SERVICE DESIGNATION: DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: FE, TOKYO, JAPAN
6. OFFICIAL POSITION TITLE: Area Ops Officer
7. GRADE: GS-14
8. DATE REPORT DUE IN OP:
9. PERIOD COVERED BY THIS REPORT (Inclusive dates): 1 October 1957 - 9 April 1958
10. TYPE OF REPORT (Check one): [ ] INITIAL [ ] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [x] SPECIAL (Specify) Promotion

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED
A. THIS DATE: 27 May 1958
B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: William E. Nelson
C. SUPERVISOR'S OFFICIAL TITLE:

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.
A. THIS DATE: 27 May 1958
B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL: John E. Baker
C. OFFICIAL TITLE OF REVIEWING OFFICIAL:

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 5

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [x] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATE IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

FORM NO. 45 (Part II) 1 NOV 55 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE.

SECRET

Potential (4)

3. INDICATE THE APPROXIMATE NU... OF MONTHS THE RATED EMPLOYEE HAS BEEN ... YOUR SUPERVISION

10 months

4. COMMENTS CONCERNING POTENTIAL

His potential for advancement is excellent. He has the right blend of operational know-how and supervisory talent to undertake positions of wider scope than he now holds. Although his advancement has been rapid for his age, his maturity, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.

SECTION N. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Subject deserves at sometime within the next year or two the opportunity to broaden his experience either by command of a small station or advancement to a more responsible job in a large one.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	5	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS		30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

14-00000

SECRET

(When Filled In)

SR file

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
RICHARDSON Jacques	20 Jan. 1924	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Tokyo Station REDWOOD	Area Operations Officer

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-14		1 October 1956 to 30 September 1957

10. TYPE OF REPORT (Check one)

	INITIAL	X	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
X	ANNUAL		REASSIGNMENT-EMPLOYEE	

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [ ] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT: Completed at Headquarters; subject not available

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
16 Oct. 1957	Edward Marelius	Chief SOV Branch Japan Station

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the Supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
23 OCT 57	Lloyd GEORGE	COS, Tokyo

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: **6**

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

FORM NO. 45 (Part I) 1 NOV 55 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE.

SECRET

Performance (4)

SECRET
(When Filled In)

C. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB.
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
NO. 1 Deputy to Branch Chief	5	NO. 4 Supervising	4
NO. 2 Conducts Foreign Liaison	6	NO. 5 Prepares correspondence and reports and handles administrative routine	5
NO. 3 Prepares and Manages Projects	4	NO. 6 Developes and handles Agents	5

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has excellent natural equipment for employment in this organization in terms of his intelligence and natural apptitudes. Additionally, he brings a great deal of area knowledge and language ability to his present assignment. During the period covered by this report he has displayed great industry and devotion to duty in a variety of circumstances and achieved notable results in production and in the creation of both short and long-term assets for his unit. On the debit side I would say that he is somewhat too businesslike in many personal situations to the point of being almost humourless. This, however, is a quality which he does not permit to intrude upon the necessities of his operational work although it often shows in office relationships.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....*productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents*....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 7

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [X] NO. IF YES, EXPLAIN FULLY:

SECRET

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SECRET
(When Filled In)

FI[illegible]ESS REPORT (Part II) POTE[illegible]IAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle): RICHARDSON Jacques	2. DATE OF BIRTH: 20 Jan. 1924	3. SEX: M	4. SERVICE DESIGNATION: DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: Tokyo Station [illegible]	6. OFFICIAL POSITION TITLE: Area Operations Officer		
7. GRADE: GS-14	8. DATE REPORT DUE IN OP:	9. PERIOD COVERED BY THIS REPORT (Inclusive dates): 1 October 1956 to 30 September 1957	

10. TYPE OF REPORT (Check one): [ ] INITIAL [X] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
23 OCT 57	Lloyd GEORGE [signature]	COS Tokyo

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
16 Oct 1957	Edward [illegible]	Chief SOV Branch Japan

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: **7**

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [ ] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Spec[illegible])

3. INDICATE THE APPROXIMATE NUMB … MONTHS THE RATED EMPLOYEE HAS BEEN UN … YOUR SUPERVISION

15

4. COMMENTS CONCERNING POTENTIAL

Subject is well suited for this business and the business for him. He should progress steadily to positions of great responsibility.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Normal refresher a/o preparatory training as required.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

No limiting factors or personal circumstances known to the rater

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER

- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH EMERGE[illegible]	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	[illegible]	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER. Consult current instructions for completing this report.

FOR THE SUPERVISOR. This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
RICHARDSON JACQUES	20 Jan. 1924	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Japan Station (REDWOOD)	Area Operations Officer

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-14		1 October 1955 to 30 September 1956

10. TYPE OF REPORT (Check one)				
		INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	X	ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
15 November 1956	EDWARD MARELIUS	Chief, Soviet Branch

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
21 November 1956	N. LLOYD GEORGE	Chief of Operations

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: **6**

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET
(When Filled In)

C. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (*do not rate as supervisors those who supervise a secretary only*).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
No. 1: Deputy to Branch Chief	5	No. 4: Supervising	4
No. 2: Conducts Foreign Liaison	6	No. 5: Prepares correspondence and reports	6
No. 3: Prepares and manages projects	4	No. 6: Handles admin routine	4

D. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has really superb natural equipment for work in this Organisation in terms of mental capacity, psychological bent and affinity for the things and people he comes against. He tops this off with industry and language ability among other natural aptitudes. On the debit side and measured against the best, he is a bit shy of humor and personal understanding in some situations, qualities which mitigate more against acceptability than job competence.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....*productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents*....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 7

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE.. BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [X] YES [ ] NO. IF YES, EXPLAIN FULLY:

Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
RICHARDSON JACQUES	20 Jan. 1924	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Japan Station (REDWOOD)	Area Operations Officer

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-14		1 October 1955 to 30 September 1956

10. TYPE OF REPORT (Check one): [ ] INITIAL [X] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
15 November 1956	EDWARD MARELIUS	CHIEF, Soviet Branch

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
21 November 1956	W. LLOYD GEORGE	Chief of Operations

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: **7**

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [XX] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

FORM NO. 45 (Part II) 1 NOV 55 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE. SECRET Potential (4)

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

Six

4. COMMENTS CONCERNING POTENTIAL

Subject has a high all around potential. With respect to supervision, below, he tends to support subordinates from his own energy rather more than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Routine refresher training as appropriate.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

All normal. No limiting factors.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

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(When Filled In)

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:
1. *The organization selection board with information of value when considering the application of an individual for membership in the career staff; and*
2. *A periodic record of job performance as an aid to the effective utilization of personnel.*

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
Jacques Richardson	20 Jan. 1924	M	DI

4. GRADE	5. STATION DESIGNATION (Current)
GS-14	USSR Base, Tokyo

6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)
30 September 1955	17 February - 30 September 1955

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Chief, USSR Base, Tokyo	19 February 1955

3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

A. As Chief of Operating Base:
   1. Manage and direct all operations against target area, and monitor products.
   2. Supervise system of development and exploitation of operational leads.
   3. Supervise proper administration and support of operations, including finances.
   4. Conduct or supervise effective liaison with other CIA elements, with other Government agencies abroad and, when appropriate, with representative of other governments.

B. As Senior SR Division Officer in Area:
   1. Consult with or advise other CIA and non-CIA units on target area, government, and IS characteristics.
   2. Make available to other CIA and non-CIA units area specialists, as required.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
Carleton B. Swift	W. Lloyd George

3. THIS REPORT [X] WAS [ ] WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES
7 Nov. 1955	Phyllis M. Landrum

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

FORM NO. 45a
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(When Filled In)

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE			APPLIES TO A REASONABLE DEGREE			APPLIES TO AN ABOVE AVERAGE DEGREE			APPLIES TO AN OUTSTANDING DEGREE		
SAMPLES: A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
B. PRACTICAL.										X				
1. A GOOD REPORTER OF EVENTS.													X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.												X		
3. CAUTIOUS IN ACTION.											X			
4. HAS INITIATIVE.												X		
5. UNEMOTIONAL.												X		
6. ANALYTIC IN HIS THINKING.														X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.													X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.												X		
9. HAS SENSE OF HUMOR.											X			
10. KNOWS WHEN TO SEEK ASSISTANCE.												X		
11. CALM.													X	
12. CAN GET ALONG WITH PEOPLE.											X			
13. MEMORY FOR FACTS.												X		
14. GETS THINGS DONE.													X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.														X
16. CAN COPE WITH EMERGENCIES.												X		
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.													X	
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.												X		
19. HAS WIDE RANGE OF INFORMATION.													X	
20. SHOWS ORIGINALITY.												X		
21. ACCEPTS RESPONSIBILITIES.													X	
22. ADMITS HIS ERRORS.												X		
23. RESPONDS WELL TO SUPERVISION.													X	
24. EVEN DISPOSITION.												X		
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.													X	

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	1	2	3	4	5	6	7	8	9	10	11	12	13	14
26. CAN THINK ON HIS FEET.														X
27. COMES UP WITH SOLUTIONS TO PROBLEMS.											X			
28. STIMULATING TO ASSOCIATES, A "SPARK PLUG".												X		
29. TOUGH MINDED.												X		
30. OBSERVANT.												X		
31. CAPABLE.													X	
32. CLEAR THINKING.														X
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.												X		
34. EVALUATES SELF REALISTICALLY.												X		
35. WELL INFORMED ABOUT CURRENT EVENTS.													X	
36. DELIBERATE.													X	
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.												X		
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.											X			
39. THOUGHTFUL OF OTHERS.													X	
40. WORKS WELL UNDER PRESSURE.												X		
41. DISPLAYS JUDGEMENT.														X
42. GIVES CREDIT WHERE CREDIT IS DUE.													X	
43. HAS DRIVE.												X		
44. IS SECURITY CONSCIOUS.												X		
45. VERSATILE.													X	
46. HIS CRITICISM IS CONSTRUCTIVE.													X	
47. ABLE TO INFLUENCE OTHERS.											X			
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.												X		
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.													X	
50. A GOOD SUPERVISOR.												X		

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Capable operations officer with broad understanding of Soviet problems.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

SECRET
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [XXX] NO [ ] YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

F. OTHER COMMENTS (*Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person*):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. *DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.*

- [ ] 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- [ ] 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- [ ] 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- [ ] 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- [ ] 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- [XXX] 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? [XXX] NO [ ] YES. IF YES, WHAT?

C. *DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.*

- [ ] 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION..WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- [ ] 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION...IRKED BY RESTRICTIONS...REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- [ ] 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION..BOTHERED BY MINOR FRUSTRATIONS..WILL QUIT IF THESE CONTINUE.
- [ ] 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT...HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- [ ] 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION..THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- [XXX] 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- [ ] 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION..WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. *DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.*

- [ ] 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- [ ] 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- [ ] 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- [XXX] 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- [ ] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- [ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. *DIRECTIONS: Consider everything you know about this person in making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.*

- [ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- [ ] 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- [ ] 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- [ ] 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- [ ] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- [ ] 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- [XXX] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) Richardson (First) Jacques (Middle) NMI 2. GRADE GS-13 3. POSITION TITLE Area Ops. Officer CD-PI
4. OFFICE DDP STAFF OR DIVISION SR BRANCH SR/5 DEPTL. FIELD IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT From 18 July 1953 To 17 July 1954
6. TYPE OF REPORT Initial Annual Special Reassignment Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

18 July 53 - 31 Jan 54
a. Manage and direct the activities of an overseas operating branch.
b. Assist the division chief of operations in the planning of new and continued oper'ns.
c. Assist the division chief in personnel programming in support of branch and field station activities.

1 Feb 54 - 17 Jul 54
a. Establish new domestic activities branch.
b. Develop and manage operational program of this branch, insuring (1) continuity of treatment by qualified personnel, (2) processing of intelligence requirements, and (3) expeditious movement of finished intelligence.
c. Multilateral liaison with other elements of CIA, the Government, and foreign IS.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD

Name of Course	Location	Length of Course	Date Completed
Counterespionage (OTR)	Washington	3 weeks	22 January 1954

(In addition to the duties indicated in §7 above, I also give a 3-hour lecture at the CE course (advanced phase) approximately every six weeks.)

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? I am primarily interested in a foreign assignment where I could apply the various espionage and CE techniques it has been my responsibility to manage and plan for in recent years.
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).
My work at headquarters has become somewhat narrowing in that I am losing language abilities and opportunity for direct contact with foreigners.

10.

9 July 1954 — DATE

[signature] — SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Richardson is a superior officer in the performance of his duties. He is efficient, precise, and energetic, and brings considerable imagination and foresight to the operational problems confronting him. His concept of staff organization and responsibility is of a high caliber. In handling personnel, he is perceptive and serious, and his judgment and motivation are of the highest quality.

FORM NO. 37-151
MAY 1952

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SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

This officer has been outstanding as a staff officer. He is unusually talented in his balancing of jurisdictional equities. This ability reflects a broad competence, however, and should not be construed so as to limit his future duties.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

This officer's devotion to his duties and professional convictions sometimes inclines him toward inflexible declarations of position. This fault, a minor one in officers of considerable potential, will be corrected by increased responsibility and experience.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

This officer is prepared for promotion and for increased responsibilities in command or staff duties.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Richardson is presently well placed. See below.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

Tradecraft training and a field assignment. Both are planned in the next six months.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

29 July 54 — DATE

[signature] — SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)

21 July '54 — DATE

[signature] — SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
RICHARDSON	Jacques	D	GS-15	Supv. Intell. Off. (Chief)

4. OFFICE	STAFF OR DIVISION	BRANCH	DEPT'L. / FIELD	IF FIELD, SPECIFY STATION
DDP	SR	SR 5 PS Br.	[X] FIELD	

5. PERIOD COVERED BY REPORT: From [illegible]-10-53 To 9-14-53

6. TYPE OF REPORT: [ ] Initial [X] Annual [ ] Special [ ] Reassignment [ ] Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES ... [illegible]

a. Supervise and manage a foreign geographic branch; this includes a total of 51 authorised personnel at Hq and in the field stations. b. Direct and coordinate all project development. c. Detect and explore potential operational leads. d. Coordinate intra-division activities with appropriate branches, inter-division activities with appropriate divisions, senior staffs, and elements outside DD/P and CIA. e. Determine the suitability of new personnel, continued employment and rotation of incumbent personnel, and make available incumbent personnel on loan basis to other divisions etc. f. Apportion the operational and administrative workloads within the branch sections and desks, and their personnel. g. Adapt changing field situations and problems to the organisation and operation of the branch, making the branch best serve the needs of the field stations. h. Review continuously all requirements imposed on the branch, and transmit them clearly to the field.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
None (I was overseas part of the time covered by this report).			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? I am principally interested in the building and successful operation of American intelligence abroad, both in theory and in practice.

[illegible] ... The only remark I can make here is the one I stated in the previous report: the administrative responsibilities of a branch chief do not enable him to be a purely operational individual. If it were possible to carry less of an administrative load, I would enjoy devoting all of my time to the refinement of the intelligence process and its techniques in my area of concern.

10.

22 October 1953

DATE | SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

During this period Mr. Richardson was promoted from Deputy Branch Chief to Branch Chief, in recognition of his extremely good performance. Not enough time has elapsed to be able to evaluate him fully on all aspects of his new position. However, his handling of the Branch has been unusually good from a management point of view and there is every reason to believe that in the planning and direction of operational activities the same high standard will prevail.

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

He is a good organizer and a good leader. He is methodical and thorough in his planning and supervision of substantive activities, while at the same time he maintains close and sympathetic relations with his subordinates. His knowledge of them and of their personalities and problems is outstanding.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

He should continue to develop his knowledge of operations and operational procedures.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

He is well equipped to advance through increasing levels of responsibility.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Well placed at present.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

Assignment to a field position in the not-too-distant future.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

26 October 1953 — DATE

[signature] — SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)

26 October 1953 — DATE

[signature] — SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) (First) (Middle)	2. GRADE	3. POSITION TITLE	
RICHARDSON, Jacques G.	GS-12	I.O. (Dep. Chief)	
4. OFFICE: DDP	STAFF OR DIVISION: SR	BRANCH: SR-5 Far East	[X] DEPT'L. [ ] FIELD — IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT: From 2-18-52 To 2-18-53	6. TYPE OF REPORT: [ ] Initial [X] Annual [ ] Special [ ] Reassignment [ ] Reassignment of Supervisor		

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

Assist the Branch Chief in management of the Branch and its overseas stations (3); at present, I act as Branch Chief about 25%-30% of the year. Supervise the planning and preparation for approval of all basic plans, programs, and projects. This involves thorough discussion with each of seven (7) desk chiefs of the purposes and procedures for accomplishing any single mission under any given project, including target analysis (whether FI or PP), preparation of intelligence annexes, logistic and fiscal requirements, specific personnel needs, etc. Am responsible for working directly with the Division's Intelligence Branch for control of requirements, ops intelligence, and reports. Am responsible for maintaining liaison with appropriate staffs and other Divisions who must coordinate any action or document. Assist or direct, as required, specific mission planning at overseas stations on TDY. Supervise preparation of all periodic reports; interview candidate empl's.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
International Politics, 102	Graduate School Georgetown University, Washington.	4 months: 3 hours' credit	5 June 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

I am primarily interested in the conception, planning, and operational management of FI and PP activities, and ops policy and control.

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

This differs from my present assignment essentially in that a Branch Chief or his Deputy becomes so involved in administrative detail that he cannot always give his undivided attention to project management and agent handling problems. Otherwise, I feel that my background and experience qualify me for the functions I aspire to perform.

10.

7 February 1953 — DATE

[signature] — SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. As Deputy Branch Chief, Mr. Richardson has performed his duties, taken as a whole, in a superior manner. His timely and efficient preparation of intelligence annexes, logistic and fiscal requirements and reports has been particularly outstanding. During three to four months of the past year, Mr. Richardson has acted as Branch Chief. The review of Branch operations under Mr. Richardson's direction, during the writer's absence, indicated his complete competence in supervising Branch activities. His supervision of the planning and preparation for approval of basic plans and projects of the seven (7) desk chiefs has been superior. Mr. Richardson also participated in the planning and dispatch of a difficult operational mission, acting in the capacity of Senior Case Officer. On this mission his liaison with representatives of one of the Military Services was conducted in a manner which enhanced cooperation between that S ice and this Agency.

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?
Mr. Richardson's performance was noticeably outstanding with respect to his thorough knowledge of every activity of the Branch. He was in position to assume direction of Branch activities at any time. He also kept himself thoroughly briefed on Division policies and planning in order to give timely instruction and guidance to the Branch overseas stations.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
Mr. Richardson has a very thorough background in two (2) languages, French and Japanese. He would benefit substantially by learning the Russian language. He is meticulous with respect to his attention to details, sometimes to the point of concealing the broader picture from his view. It would be well for Mr. Richardson to direct his attention to the broad scope of Branch activities rather than to concentrate on its details.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
Mr. Richardson is fully qualified to assume the duties of the chief SR Division representative at a field station. In order to assume this responsibility in the most efficient manner, it is recommended that Mr. Richardson serve a minimum period of time of approximately six (6) months as the assistant to the present chief of the field station.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)
Mr. Richardson could serve effectively in a staff function for either FI or PP activities. This does not mean, however, that his present duties are not better suited to his qualifications.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
Mr. Richardson has already been recommended for overseas assignment in the Far East during the past year. He has area knowledge and command of the Japanese language, having served in Japan previously with the United States Army. His duties at Headquarters have been so pressing that his departure for overseas assignment is being delayed until an adequate replacement may be trained.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

March 31 1953 — DATE
George [signature] — SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

March 30 1953 — DATE
[signature] — SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

14-00000

CS-15
WE

SECRET
(When Filled In)

20 April 1966

MEMORANDUM FOR: Thomas B. CASASIN (SA)

THROUGH : Chief of Station, Paris

SUBJECT : Notification of Designation as a Participant in the Organization Retirement and Disability System

REFERENCE : Book Dispatch 5096, dated 12 August 1965

Recent correspondence on the above subject informed you that I had determined that you met the criteria specified in the applicable regulation for designation as a participant in the Organization Retirement and Disability System. On the basis of this determination and your recently executed election to remain in the System, your designation as a participant was made effective 10 April 1966.

Richard B. Egan

RICHARD B. EGAN

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

28 February 1966

MEMORANDUM FOR: Thomas B. CASASIN (SA)

THROUGH : Chief of Station, Paris

SUBJECT : Designation as a Participant in the Organization Retirement and Disability System

REFERENCE : Book Dispatch 5096 dated 12 August 1965

1. Based on a review of your record and the recommendations of the Head of your Career Service and of the Organization Retirement Board, I have determined that you meet the criteria for designation as a participant in the Organization Retirement and Disability System.

2. The regulation governing this retirement system provides that "Any participant who has completed fifteen years of service with the Organization and whose career at that time is adjudged by the Director of Personnel to be qualifying for the system may elect to remain a participant in the system for the duration of his employment by the Organization and such election shall not be subject to review or approval by the Director." Since you have already completed fifteen years of service with the Organization, your right to this election vests upon your designation as a participant and must be exercised immediately.

3. If you should elect not to remain a participant in the system, you will be continued under the Civil Service Retirement System. Once your election has been made, you do not have the privilege of changing it at some later date.

4. It is requested that you indicate your election by checking in the appropriate box and signing below. The original of this memorandum should be returned to Headquarters as soon as possible.

Richard B. Egan

RICHARD B. EGAN

Exercise of option of participant with fifteen years of service:

☐ I elect to remain in the Organization Retirement and Disability System for the duration of my employment by the Organization.

☐ I elect NOT to remain a participant in the Organization Retirement and Disability System for the duration of my employment by the Organization.

_______________________ Signature

_______________________ Date

SECRET

SECRET
(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO (1-6)	2. ID NO.
[illegible]	8707

3. NAME (7-24) LAST, FIRST, MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (23-27)
Richardson, Jacques G.	[illegible]	French	[illegible]

7. DATE OF TEST 46-51	8. ANNIVERSARY DATE	9. GRADE	10. DATE OF BIRTH
Feb. 14, 196?	Feb. 14, 196?	14	Jan. 20, 192?

11. REASON FOR TAKING TEST		12. TEST SCORES				
		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
X	APPLY FOR AWARD					
	ESTABLISH SKILL LEVEL	H	I	H	H	H

13. ELIGIBILITY (39)		14. TYPE OF AWARD			
X	A	ACHIEVEMENT (A) / MAINTENANCE (M)	ELEMENTARY (E) / INTERMEDIATE (I) / HIGH (H)	READING (R) SPEAKING (S) / COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
	M				
	NA	A	I-H	R	V

15. INELIGIBLE (REASON)

16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF $ 100.00 (40-45)

SIGNATURE | DATE

17. I CERTIFY THAT FUNDS ARE AVAILABLE

OBLIGATION REF. NO. | CHARGE ALLOTMENT NO.

SIGNATURE

REMARKS

FORM 5-60 1273 OBSOLETE PREVIOUS EDITIONS

SECRET

(10-45)

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LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6)	2. I.D NO.
06102	0787

3. NAME (7-24) LAST FIRST MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27)
Richardson, Jacques G.	[illegible]	Japanese	370

7. DATE OF TEST 46-51	8. ANNIVERSARY DATE	9. GRADE	10. DATE OF BIRTH
Nov. 5, 1962	Aug. 6, 1962	14	Jan. 10, 1926

11. REASON FOR TAKING TEST	12. TEST SCORES: READING (24)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
APPLY FOR AWARD					
ESTABLISH SKILL LEVEL			I	I	I

13. ELIGIBILITY (39)	14. TYPE OF AWARD			
A	ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
M	MAINTENANCE (M)	INTERMEDIATE (I) HIGH (H)	COMPREHENSIVE (C)	
NA				

15. INELIGIBLE (REASON)

Award disapproved by CS Board

16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF $ (40-45)

SIGNATURE | DATE

17. I CERTIFY THAT FUNDS ARE AVAILABLE

OBLIGATION REF. NO. | CHARGE ALLOTMENT NO.

SIGNATURE

REMARKS

FORM 5-60 1273 OBSOLETE PREVIOUS EDITIONS

SECRET (10-45)

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14-00000

S-E-C-R-E-T
(When filled in)

TRAINING REPORT

French Basic Reading, Speaking, Writing-II
100 hours, part-time, 9 Apr 62 - 15 Jun 62 — 4 students

Student : Harriette D. Richardson (Dependent) (wife of Jacques Richardson - SR) — Year of Birth: 1928

EOD Date: —— Grade: —— Office : ——

COURSE OBJECTIVES - CONTENT AND METHODS - Instructor: W. Ray Rackley

This is the second phase in a three-phase basic sequence of 30 weeks, each phase lasting 10 weeks.

The general aim of this course is to provide a thorough grounding for the student who has previously had either a reading course in French or an insufficient introduction to the language. The major objectives of this phase of the course are to develop an ability: (1) to distinguish and pronounce satisfactorily all the sounds of the language; (2) to use effectively a modest stock of French sentences and expressions; (3) to comprehend normal-speed spoken French in a variety of everyday non-technical situations; (4) to begin to read and write basic French, applying the spoken vocabulary and grammatical material previously learned.

Classes are held 2 hours per day, 5 days a week, requiring a minimum of 10 hours of preparation per week. To receive the maximum benefit from this course each student should plan to devote at least two-thirds of the class preparation time doing drill in the language laboratory.

ACHIEVEMENT RECORD

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. This student's rating is indicated by the asterisk.

Unsatisfactory	Satisfactory	Excellent	Incomplete
	3	1*	

Mrs. Richardson was definitely a superior student. Her pronunciation was excellent and she had a solid command of the structure of French. She was somewhat hesitant in new language situations, but she more than made up for this through diligent and profitable laboratory and home preparation.

FOR THE DIRECTOR OF TRAINING: /s/ W. RAY RACKLEY
Chief Instructor

26 July 1962
Date

S-E-C-R-E-T
(When filled in)

SECRET
(When Filled In)

RS-64

REPORT OF TRAINING AT NON-CIA FACILITY
(Forward original and 2)

DATE:

TO: Director of Training ATTN: Registrar THRU: Training Officer, SR Division	FROM: J. G. Richardson CSR 6 (DD/P) 5218 X-5098

1. INSTITUTION ATTENDED	2. DATES OF TRAINING
Rensselaer Polytechnic Institute	10-16 June 1962

3. DESCRIPTION OF PROGRAM (Include list of courses and a copy of grades received)

Technical Writers' Institute; certificate awarded

Purpose: to provide a forum where technical writers from industry and government can meet to discuss and practice writing techniques under the supervision of experienced teachers. Many of the instructors have worked closely with industry as consultants on special writing problems and trainin courses for technical writing. All of them have published in the field of technical writing.

4. YOUR OPINION OF THE PROGRAM (Explain strengths and weaknesses)

This was an excellent combination of classroom presentations and writing laboratories. Almost all guest speakers had a useful message to deliver. The writing encouraged is of the tight-language, pure English variety, in the three categories of informative, directive, and persuasive writing. The schedule was full, although I believe it could have been fuller. The five 2-hour workshops should be expanded to three-hour sessions. The contact with representatives of industry was especially useful for cross-fertilization purposes.

5. EXPLAIN TRAINING OBJECTIVES AND WHETHER THEY WERE MET

Four our purposes, the training objectives were (a) to see that our writing techniques in the reporting field compare favorably with those in industry, (b) to meet and become known by persons throughout the nation in the technical writing field, and (c) to learn new techniques in the field of communicating technical, scientific and engineering concepts, processes, and general information. All three objectives were met. I recommend that officers from SR/Reports and SR/Requirements-Targets, as well as analysts from SR 6, be permitted the opportunity to attend this same institute in future years. It is well worth the effort.

6. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.

18 JUN

J. G. R...

Jacques G. SIGNATURE Richardson

NOTE: The original will be forwarded to the Office of Personnel for inclusion in your official f er, 2 copies will be for OTR us

FORM 8-60 1049 OBSOLETE PREVIOUS EDITIONS. SECRET (36-49)

SECRET
(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6): [illegible]	2. I.D. NO.: [illegible]	
3. NAME (7-24) LAST FIRST MIDDLE: [illegible], [illegible] G.	4. OFFICE OR DIVISION: [illegible]	5. LANGUAGE: [illegible]
6. LANG. CODE (25-27): [illegible]	7. DATE OF TEST 46-51: [illegible]	8. ANNIVERSARY DATE: [illegible]
9. GRADE: [illegible]	10. DATE OF BIRTH: [illegible]	

11. REASON FOR TAKING TEST	
	APPLY FOR AWARD
	ESTABLISH SKILL LEVEL

12. TEST SCORES				
READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
I	I	[illegible]	[illegible]	[illegible]

13. ELIGIBILITY (39)	
	A
X	M
	NA

14. TYPE OF AWARD			
ACHIEVEMENT (A) MAINTENANCE (M)	ELEMENTARY (E) INTERMEDIATE (I) HIGH (H)	READING (R) SPEAKING (S) COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
[illegible]	[illegible]		

15. INELIGIBLE (REASON)

16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF $ [illegible] (40-45)

SIGNATURE | DATE

17. I CERTIFY THAT FUNDS ARE AVAILABLE

OBLIGATION REF. NO. | CHARGE ALLOTMENT NO.

SIGNATURE

REMARKS
*3 yrs. Main. (2 yrs. @ old scale, 1 yr. @ new scale)

FORM 5-60 1273 OBSOLETE PREVIOUS EDITIONS

SECRET

(10-45)

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(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6): [illegible]	2. I.D. NO.: [illegible]	
3. NAME (7-24) LAST FIRST MIDDLE: Richardson, Jacques G.	4. OFFICE OR DIVISION: [illegible]	5. LANGUAGE: Japanese
6. LANG. CODE (25-27): [illegible]	7. DATE OF TEST 46-51: Dec. [illegible], 1960	8. ANNIVERSARY DATE: Aug. 6, 1961
9. GRADE: 14	10. DATE OF BIRTH: Jan. 20, [illegible]	

11. REASON FOR TAKING TEST	
	APPLY FOR AWARD
	ESTABLISH SKILL LEVEL

12. TEST SCORES				
READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
-	-	I	I	I

13. ELIGIBILITY (39)	
	A
XX	M
	NA

14. TYPE OF AWARD			
ACHIEVEMENT (A) MAINTENANCE (M)	ELEMENTARY (E) INTERMEDIATE (I) HIGH (H)	READING (R) SPEAKING (S) COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
[illegible]	I	[illegible]	

15. INELIGIBLE (REASON)

16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF $ [illegible] (40-45)

SIGNATURE | DATE

17. I CERTIFY THAT FUNDS ARE AVAILABLE

OBLIGATION REF. NO. | CHARGE ALLOTMENT NO.

SIGNATURE

REMARKS *3 yrs. Main. (2 yrs. @ old scale, 1 yr. @ new scale)

FORM 5-60 1273 OBSOLETE PREVIOUS EDITIONS

SECRET

(10-45)

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14-00000

CONFIDENTIAL
(When filled in)

TRAINING REPORT

MANAGEMENT COURSE NO. 64

40 hours, part-time 18 students

Student: Jacques Richardson Year of birth: 1924

EOD Date: September 1956 Grade: 14 Office: SR

COURSE OBJECTIVES - CONTENT AND METHODS

The Management Course is designed to familiarize senior line and staff managers with both the theory and the practical problems of management in CIA. The underlying assumption of the course is that management development is a process of growth on the job. The course, however, enables the participants to examine their job activities in an environment where, guided by the instructors, they can critically examine their own actions, exchange ideas with managers from other components, and develop an understanding of the complex relationships that exist among the people, the pattern of organization, and the purposes of the Agency. The course approaches the problems of management in the Agency by discussing the formal and informal structures, concepts of leadership and communication, the problems of personnel management, and theories of planning and controlling. These subjects are related as closely as possible to the activities of the class members.

The content of the course is developed through lectures, case and group discussions, filmed presentations, and problem-solving exercises.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING: Chief Instructor 20 February 1961
Date

CONFIDENTIAL
(When filled in)

14-00000

S-E-C-R-E-T

TRAINING REPORT

Clandestine Services Review No. 31
80 hours, full-time 28 November - 9 December 1960 43 students

Student: **Jacques G. Richardson** Year of birth: **1924**

EOD Date: **November 1949** Grade: **GS-14** Office: **DDP/SR/6**

COURSE OBJECTIVES - CONTENT AND METHODS

This course aims to develop in the Clandestine Services officers, and others, recently returned from the field an up-to-date awareness of the role of CIA in the United States intelligence community, the relations of the DD/I area with the CS and the support available from the offices of the DD/S. Recently this course has been designated as an alternate pre-requisite for CIA officers nominated for certain external training.

The course is presented by lectures given by CIA officials who are directly responsible for the missions, functions, programs, and services discussed. Each lecture is usually followed by a short question period. Approximately 10 per cent of the students' time is scheduled for reading pertinent up-to-date regulations and background summaries.

ACHIEVEMENT RECORD

This is a certificate of attendance only; no attempt was made to evaluate student achievement in the course. This student was conscientious and regular in attendance.

FOR THE DIRECTOR OF TRAINING: Mayo S. Stuntz
Chief Instructor

21 December 1960
Date

S-E-C-R-E-T

SECRET

TSS EVALUATION

NAME RICHARDSON, James O. Div. SR/5

SUBJECT Flaps & Seals - Basic Familiarization

DATES TRAINED FROM 2 TO 3 December 1954

EVALUATION:

Did good work. Appears to have a good understanding of the basic principles involved. His attitude inclass reflected his interest in the work.

Note: This course is only for familiarization. It does not qualify student to engage in the opening of mail.

[signature]

Please return three copies of this form to TSS/TD.

Distribution:
1 - TLO ✓
1 - OTR/Registrar
1 - TSS/TD files

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TSS EVALUATION

NAME Jack Richardson **Div.** SR

SUBJECT Audio

DATES TRAINED **FROM** 29 Nov. 1954 **TO** 3 Dec. 1954

EVALUATION: Although lacking a background in electronics, Mr. Richardson was able to grasp the instructions given and correctly interpret it. I feel that Mr. Richardson would be able to correctly evaluate audio opportunities and to equip and direct such an operation with the exception of the telephone tap. Mr. Richardson is not qualified to perform maintenance on the equipment.

CARL S. MCCREFIELD

Please return three copies of this form to TSS/TD.

Distribution:
1 - TLO
1 - OTR/Registrar
1 - TSS/TD files

SECRET

CSR/AD
T.A. Parrott
O. de Silva
J. Smith
April 15. 1954

S-E-C-R-E-T

TRAINING EVALUATION

Counterespionage Course No. 20

RICHARDSON, Jacques G.		Male	4-22 January 1954
Name		Sex	Dates of Course
20 Jan. 1924	10 June 1949	GS-13	DD/P/SR-5 /E/
Date of Birth	EOD	Grade or Rank	Office

Chief of geographic branch.
Projected Assignment or Present Position

The Counterespionage Course is a specialized course of three weeks' duration designed to expose the student to CE principles and practices and to indoctrinate him therein. The course is conducted on a seminar, round-table basis. Emphasis is placed on student participation during staff and guest lectures. Ample time is allotted for reading the extensive material provided.

Each student is required, starting mid-way in the second week, to give a presentation before the class. This hour-long presentation is based on a problem assignment given the student by the staff. Exception is made where students have the field or headquarters experience in CE or a related field; such a student is permitted to give a one-hour lecture based on specific experience. The "canned" problems are selected to test students' ability to do CE research, collate, make logical analyses, and present ideas effectively to a seminar group.

This evaluation is based primarily on the student presentation, and to a lesser degree on participation in seminar discussions when conducted by the staff.

S-E-C-R-E-T

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SECRET

RICHARDSON, Jacques G.

1. Mr. Richardson ranked first in a strong group. He applied himself effectively throughout the course. His seminar contributions aided materially. He drew freely on a sound operational background and was by all odds the top student.

2. Student Presentation: Mr. Richardson presented a case with which he was familiar from his own experience. It was a first-rate performance. The material was very well organized and crisply presented. So effective in fact, that Mr. Richardson will be called upon to give the same discussion in subsequent CE courses.

3. In my opinion Mr. Richardson is fully qualified to act as senior CE officer.

[signature]
Chief Instructor, CE Course

SECRET

SECRET

TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it. Although he may within his discretion show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations, and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

STUDENT'S NAME RICHARDSON [redacted]

DATE OF REPORT 2 May 1950

TRAINING COURSE Advanced Operations V

DIVISION OPC/FBD GRADE GS-7

TRAINING PERIOD 27 March - 21 April 1950

PROJECTED ASSIGNMENT Ass't Pol. Warfare Officer.

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scale: 0 to 59% Unsatisfactory; 60 to 79% Satisfactory; 80 to 89% Excellent; 90 to 100% Superior.

			Possible Score	Achieved Score
FACTS	(1)	Comprehension of mission of OSO	(40)	30
	(2)	Comprehension of mission of OPC	(40)	30
	(3)	Comprehension of operational procedures	(25)	16
	(4)	Comprehension of operational policy	(25)	16
	(5)	USSR and Communism (clandestine aspects)	(20)	15
SKILLS	(6)	Evaluation of operational data	(30)	24
	(7)	Operational planning	(30)	24
	(8)	Operational mechanics	(30)	23
	(9)	Personality analysis	(30)	21
	(10)	Personality manipulation	(30)	16
		TOTAL	(300)	215

Overall adjectival rating . . . . Satisfactory (72%)

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, and the higher indicating above average.

		Rating
(1)	Ability to get along and work with people	5
(2)	Ability to grasp instructions	6
(3)	Enthusiasm and interest in work	6
(4)	Industriousness	7
(5)	Practical intelligence	5
(6)	Astuteness	5
(7)	Adaptability	5
(8)	Effectiveness	5
(9)	Stability	5
(10)	Initiative	5
(11)	Imagination	5
(12)	Ability to handle and direct people	4

3. COMMENT. (To be used only in cases of outstanding strengths or weaknesses)

[signature]
CHIEF INSTRUCTOR

APPROVED. ____________________
CHIEF, STS

REVIEWED. ____________________
CHIEF, TRD

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Files

FORM NO. 31-38
JAN 1950

SECRET

SECRET

TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it. Although he may, within his discretion, show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

STUDENT'S NAME: Richardson [redacted]

DATE OF REPORT: 10 April 1950

TRAINING COURSE: Operations

DIVISION: OPC/FBO GRADE: 7

TRAINING PERIOD: 20 February - 17 March 1950

PROJECTED ASSIGNMENT: Ass't Pol. Warfare Officer

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scale: 0 to 59% Unsatisfactory; 60 to 79% Satisfactory; 80 to 89% Excellent; 90 to 100% Superior.

	Possible Score	Achieved Score
(1) Comprehension of basic principles of clandestine operations	(40)	28
(2) Use of tradecraft (ability to apply principles of clandestine operations)	(50)	32
(3) Ability to evaluate operational data	(20)	15
(4) Ability to use operational data	(20)	14
(5) Planning	(30)	19
(6) Personality analysis	(20)	17
(7) Personality manipulation	(50)	42
(8) Adaptability to operational emergencies	(30)	21
(9) Attention to detail	(20)	14
(10) Organization and presentation of written operational material	(20)	16
TOTAL	(300)	218

Overall adjectival rating: Satisfactory (73%)

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, and the higher indicating above average.

	Rating
(1) Ability to get along and work with people	7
(2) Ability to grasp instructions	6
(3) Enthusiasm and interest in work	6
(4) Industriousness	6
(5) Practical intelligence	6
(6) Astuteness	5
(7) Adaptability	6
(8) Effectiveness	6
(9) Stability	6
(10) Initiative	5
(11) Imagination	6
(12) Ability to handle and direct people	7

3. COMMENTS. (To be used only in cases of outstanding strengths or weaknesses)

CHIEF INSTRUCTOR

APPROVED. ____________________
Chief, STS

REVIEWED. ____________________
Chief, TRD

FORM NO. 51-66
JAN 1950

SECRET

SECRET

TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it. Although he may within his discretion show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations, and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

STUDENT'S NAME [redacted] RICHARDSON

DATE OF REPORT 10 February 1950

TRAINING COURSE Staff Orientation V

DIVISION OPC/FBD GRADE GS-7

TRAINING PERIOD 9 January - 3 February 1950

PROJECTED ASSIGNMENT Assistant Political Warfare Officer

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scale: 0 to 59% unsatisfactory; 60 to 79% Satisfactory; 80 to 89% Excellent; 90 to 100% Superior.

	Problems	Possible Score	Achieved Score
(1)	Reporting of Information	(30)	20
(2)	Message Writing	(5)	4
(3)	Interviews: Procurement of Information	(25)	14
(4)	Interviews: Personality Handling	(25)	16
(5)	Mapping and Sketching	(30)	26
(6)	Observation and Description	(30)	25
	Objective Tests		
(7)	Intelligence Tools and Objectives	(25)	18
(8)	Reporting Mechanics	(20)	15
(9)	CIA Security Regulations	(10)	9
(10)	USSR and Communism	(50)	31
	TOTAL	(250)	178

Overall adjectival rating .... Satisfactory

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, the higher indicating above average.

	Trait	Rating
(1)	Ability to get along and work with people	6
(2)	Ability to grasp instructions	5
(3)	Enthusiasm and interest in work	7
(4)	Industriousness	7
(5)	Practical intelligence	7
(6)	Astuteness	7
(7)	Adaptability	5
(8)	Effectiveness	7
(9)	Stability	8
(10)	Initiative	6
(11)	Imagination	0
(12)	Ability to handle and direct people	6

3. COMMENT. (To be used only in cases of outstanding strengths and weaknesses.)

R B Shaffer
CHIEF INSTRUCTOR

APPROVED. John Gray
CHIEF, STD

REVIEWED. W R Peers
CHIEF, TRD

FORM NO. 51-87
JAN 1950

SECRET

14-00000

SECRET

AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM
For Staff Agent, Thomas B. CASASIN

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Effective 25 May 1970, your current Allowance Committee Addendum, as amended, is further amended by substituting the following for sub-paragraph (B) entitled "Other Allowance Entitlements":

(B) One-Time Payment. You are herein authorized a one-time, non-taxable Agency payment of $235 in lieu of your entitlement to reimbursement for the round-trip educational travel of your daughter from Paris to Norton, Massachusetts, and return to Paris. Payment of this amount will be by deposit to your bank account. This payment and the fixed allowances as set out in sub-paragraph (A) above are in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations.

All other provisions of your Allowance Addendum, as amended, remain in full force and effect.

UNITED STATES GOVERNMENT

BY ______________________
Contracting Officer

APPROVED:

____
Allowance Committee

SECRET

14-00000

SECRET

ADDENDUM TO STAFF AGENT SUPPLEMENT
For Thomas B. CASASIN, Effective 5 August 1962

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The Agency Allowance Committee is authorized to modify the entitlements of a Staff Agent for cover, operational or security reasons. Based upon that authority, on 7 June 1966, the Committee made the following determinations which will apply to your Agency overseas assignment in Paris, France under non-official cover. These determinations supersede and modify any provisions of your present Staff Agent Supplement which conflict therewith:

(a) Fixed Allowance. Effective the day of your return to Paris you are herein authorized a non-accountable, non-taxable fixed allowance calculated at the rate of $7,580 for the following year, i.e., for a one year period. If required, advances may be granted by an Agency authorizing official. This fixed allowance is in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations. Agency fixed allowances are also in lieu of entitlements to (1) reimbursement for the overseas operational use of your POV and common carriers in and around Paris and (2) storage of your HHE. Quarters will not be furnished you by the Government or by your cover facility during the period covered by these fixed allowances.

(b) Exemption from Offset. During this one year period of your overseas assignment, you are herein authorized to retain, without offset, the housing and cost-of-living allowances of your cover facility.

(c) Requirement of Certification. You agree to certify, when requested, that payments made to you as set forth herein have been expended for the purpose for which made and have not accrued to your personal advantage or enrichment. You will repay any amount for which you cannot provide such a certification. You understand that you are not required to make financial accountings for amounts received under (a) above.

UNITED STATES GOVERNMENT

BY ______________________

APPROVED:

____
Allowance Committee

ACKNOWLEDGED:

____
Thomas B. Casasin

14-00000

Supplement to Staff Agent Personnel Action

For Thomas B. Casasin Effective 5 AUG 19??

Mr. Thomas B. Casasin

Dear Mr. Casasin

In view of your contemplated cover assignment, you have been designated a Staff Agent. The purpose of this Supplement is to call your attention to exisiting policies which are particularly material to you while you are so designated and to set forth certain rights and obligations incident to your status as an appointed employee.

1. Payroll Administration. As indicated in your Staff Agent Personnel Action, your present salary and grade are $13,510 and GS-14 6, respectively, and you are entitled to receive the salary, allowances and other benefits applicable thereto, however, certain procedural variations will be followed to preserve the security of your cover position.

(a) The gross emoluments that you receive from your cover activities will be retained by you as an offset against the gross emoluments due you from this organization. If, except as provided in paragraph 4 below, your cover emoluments ever exceed those due you as a Staff Agent, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified.

(b) Your Federal income taxes will be withheld and reported in conformance with HR 20-33 or any subsequent regulations or procedures promulgated by this organization. For your information, this organization shall withhold from the gross payments due you Federal income taxes in an amount which, when added to the income taxes withheld by your cover facility, will equal the tax withholdings normally made from your gross taxable compensation with this organization. If there is no differential or if it is insufficient, you will be required to make tax remittances in conformance with HB 20-661-1. Also, that issuance together with R 30-720 covers the procedures to be followed in order to receive reimbursement for foreign income taxes imposed upon you.

(c) This organization will deduct from the gross payments due you an amount equivalent to six and one half per cent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund. This amount will be deducted from the differential due you by this organization. If there is no differential or if it is insufficient, you will be required to make direct remittances to this organization in satisfaction of the required contributions.

(d) If permanent quarters are not furnished, your quarters allowance will be granted at the maximum rate established for your post of assignment, family status and grade. No accounting for this allowance will be required.

If your position requires that you make contribution to the Social Security Fund, such contributions will be at your expense. However, involuntary contributions for cover facility programs, such as insurance and retirement, may be considered items of expense to this organization, and in

such case any monies you receive as a result of your participation in such programs must be returned to this organization. Whether participation in a particular cover facility program is involuntary will be determined by this organization.

2. Nonofficial Cover Premium Pay. You are hereby authorized Nonofficial Cover Premium Pay in conformance with applicable organizational issuances. For your information currently this premium pay is ten per cent of your base salary, represents additional taxable compensation to you and is applicable for that period of time you are assigned under non-official cover.

3. Equalization Allowance. You are hereby authorized an equalization allowance in accordance with applicable organization issuances.

4. Travel Expenses. You will be entitled to travel, transportation and storage in conformance with the regulations of this organization. HR 20-2c provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their cover organizations or HR 22, whichever allows the greater amount.

5. Travel Penalties. You herein agree that your assignment abroad will be for a minimum of ________________ from the date of your arrival at your permanent post of duty, unless such assignment shall be sooner terminated by the Government for its convenience. Your violation of such agreement may result in regulatory travel penalties. HR 22-6 provides that if the agreement is violated during the first year of duty abroad, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the agreement is violated after the first year of duty, but before the completion of the minimum tour agreed to above, return travel at Government expense shall not be allowed.

AGREED: ________________

6. Secrecy. You will be required to keep forever secret this Supplement and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations.

UNITED STATES GOVERNMENT

BY ____________________________
Personnel Officer

14-00000

SECRET

CONTRACT INFORMATION AND CHECK LIST

CASE OFFICER: [illegible]
DIVISION: SR
INSTRUCTIONS: Use R 20-1000 and HR 20-1002-1 for guidance. Complete all items, inserting "NA" when items are not applicable. Forward original and two copies for preparation of contract.
TELEPHONE EXTENSION: For contract info
DATE: 9 July 1962

SECTION I — GENERAL

1. NAME: [X] PSEUDO [ ] TRUE — Thomas B. CASASIN
2A. PROJECT: NA
2B. PERMANENT STATION: Paris, France
3. ALLOTMENT NO.: 3234-4218-1000
3A. FUNDS: V [X] UV
4. SLOT NO.: 240
5. PREVIOUS CIA PSEUDONYM OR ALIASES: James H. Kamicott (P), John F. Reynolds, John R. Williams, John F. Martin (A)
6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. [X] YES [ ] NO (If yes, describe and include dates and salary.) — Staff Employee since 1949
7. SECURITY CLEARANCE (Type and date): SI
7A. MEDICAL CLEARANCE: [X] OBTAINED [ ] INITIATED [ ] NOT REQ'D.
8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" [X] YES [ ] NO
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT [X] YES [ ] NO
10. PROPOSED CATEGORY (Contract agent, contract employee, etc.): Staff Agent

SECTION II — PERSONAL DATA

11. CITIZENSHIP: U.S.
12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN [ ] YES [ ] NO
13. AGE: 38
14. DATE OF BIRTH (Month, day, year): January 20, 1924
15. LEGAL RESIDENCE (City and state or country): Alexandria, Virginia
16. CURRENT RESIDENCE (City and state or country): Alexandria, Virginia
17. MARITAL STATUS (Check as appropriate): [X] SINGLE [ ] MARRIED [ ] WIDOWED [ ] ANNULLED [ ] SEPARATED [ ] DIVORCED
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: Three - Wife, age 34; Daughter, age 8; Daughter, Age 11
19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY. [ ] YES [X] NO RELATIONSHIP:

SECTION III — U.S. MILITARY STATUS

20. RESERVE: NA
21. VETERAN: Yes
22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat):
23. BRANCH OF SERVICE: U. S. Army
24. RANK OR GRADE:
25. DRAFT ELIGIBLE [ ] YES [X] NO
26. DRAFT DEFERMENT OBTAINED BY CIA: NA [ ] YES [ ] NO

SECTION IV — COMPENSATION

27. BASIC SALARY / 28. POST DIFFERENTIAL: Pay entitlements equating to GS-14 (step 5) including premium pay
29. COVER (Breakdown, if any):
30. FEDERAL TAX WITHHOLDING: COVER [X] YES [ ] NO; CIA [X] YES [ ] NO

SECTION V — ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)

31. QUARTERS / 32. POST: In accordance with regulations
33. OTHER:
34. COVER (Breakdown, if any):

SECTION VI — TRAVEL

35. TYPES: [X] PCS [ ] DOMESTIC OPERATIONAL [ ] FOREIGN OPERATIONAL
36. WITH DEPENDENTS: [X] YES [ ] NO
37. HHE TO BE SHIPPED: [X] YES [ ] NO
37A. HHE TO BE STORED: [X] YES [ ] NO
38. PERSONAL VEHICLE TO BE SHIPPED: [X] YES [ ] NO
39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL: [X] YES [ ] NO
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH:
Wife, U. S. Citizen, age 34, DOB 13 June 1928
Daughter, U. S. Citizen, age 8, DOB 5 September 1953
Daughter, U. S. Citizen, age 11, DOB September 1950

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH [X] CIA REGULATIONS [X] COVER POLICIES AND PROCEDURES

SECTION VII — OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION: As authorized
43. ENTERTAINMENT: As authorized
44. OTHER: As authorized
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH [X] CIA REGULATIONS [ ] COVER POLICIES AND PROCEDURES

SECRET

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

NOTE: SEE INSTRUCTIONS ON FIRST SHEET.

CASE OFFICER	DIVISION
[illegible]	[illegible]
TELEPHONE EXTENSION	DATE
For [illegible] data call [illegible]	9 July 1962

SECTION VIII — OTHER BENEFITS

46. BENEFITS (See R 20-615, R 20-620, R 20-670, R 20-1000, and HB 20-620-1, HB 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

All Staff Employee benefits

SECTION IX — COVER ACTIVITY

47. STATUS (Check): [ ] PROPOSED [XX] ESTABLISHED

48. TYPE (Check): [ ] PROPRIETARY [ ] SUBSIDIZED [ ] CULTURAL [ ] EDUCATIONAL [X] COMMERCIAL [ ] MILITARY [ ] TRANSIT [ ] OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS

NA [XX] YES [ ] NO [ ] COMPLETE [ ] PARTIAL

SECTION X — OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)

[X] TOTAL [ ] PARTIAL [ ] NONE

SECTION XI — TERM

51. DURATION: DAYS ___ MONTHS ___ YEARS ___

52. EFFECTIVE DATE

53. RENEWABLE: [XXX] YES [ ] NO

54. TERMINATION NOTICE (Number of days)

55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION: [ ] YES [ ] NO

SECTION XII — FUNCTION

56. PRIMARY FUNCTION (CI, FI, PP, other)

FI and CA

SECTION XIII — DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

Handling and supervision of field agents already recruited.
Spotting, assessment and development of agent candidates or projects.
Recruitment of agent candidates outside France when necessary.
Clandestine support of own and other station operations.

SECTION XIV — QUALIFICATIONS

58. EXPERIENCE

Photographic equipment salesman
Newspaper assistant ~~XXXXX~~ editor
Assistant to planning division of housing authority of a major city
Operations Officer for past 12 years

59. EDUCATION (Check Highest Level Attained)

[ ] GRADE SCHOOL [ ] HIGH SCHOOL GRADUATE [ ] TRADE SCHOOL GRADUATE
[ ] BUSINESS SCHOOL GRADUATE [ ] COMMERCIAL SCHOOL GRADUATE
[ ] COLLEGE (No degree) [X] COLLEGE DEGREE [ ] POST GRADUATE [ ] MA [ ] PHD

60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)

LANGUAGE	SPEAK: FLUENT	SPEAK: AVERAGE	SPEAK: POOR	WRITE: FLUENT	WRITE: AVERAGE	WRITE: POOR	READ: FLUENT	READ: AVERAGE	READ: POOR
French		X			X			X	
Japanese		X				X		X	
[illegible]									X

61. INDIVIDUAL'S COUNTRY OF ORIGIN: USA

62. AREA KNOWLEDGE

Canada, Japan, Western Europe thru residence, study and travel

SECTION XV — EMPLOYMENT PRIOR TO CIA

63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING

Newspaper assistant editor - $2,100
Assistant to planning division of housing authority $3,100

SECTION XVI — ADDITIONAL INFORMATION

64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)

[ ] OVER

APPROVAL

DATE	TYPED NAME & SIGNATURE OF REQUESTING OPERATING OFFICIAL	DATE	TYPED NAME & SIGNATURE OF CONTRACT APPROVING OFFICER
	JOHN CURRY		[illegible]

14-00000

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 3 April 1968

2. NAME (Last, First, Middle): RICHARDSON, Jacques G. (Dependents)

3. POSITION TITLE: Staff Agent

4. GRADE: GS-15

5. OFFICE, DIVISION, BRANCH: DDP/EUR

6. EMPLOYEE'S EXT.: 6913

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HDQS/TDY
- [XXX] OVERSEAS ASSIGNMENT Home leave & return to Station

ETD	October 1967
STATION	Paris, France
TDY OR PCS	PCS
TYPE OF COVER	Non-official
NO. OF DEPENDENTS TO ACCOMPANY	three
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 93) ATTACHED	3

- [ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEP.'S	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [XXX] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: George W. Owens E/PERS

ROOM NO. & BUILDING: 4-D-01

EXT.: 6913

10. COMMENTS

Medical statements from a private physician is attached.

MEDICALLY QUALIFIED FOR PROPOSED OS PCS

SPERRY PRESTON

11. REPORT OF EVALUATION

DATE: 69 21 74

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 10-59 259 USE PREVIOUS EDITIONS.

SECRET

(20)

14-00000

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION: MARKED FOR INDEXING / NO INDEXING REQUIRED / ONLY QUALIFIED DESK CAN JUDGE INDEXING / MICROFILM

TO: Chief, European Division

INFO:

FROM: Chief of Station, Paris

SUBJECT: Admin/Personnel/Medical
Dependents of Thomas B. CASASIN — Staff Agent

ACTION REQUIRED - REFERENCES

Reference: OFPS-10932

CASASIN's dependents took physical examinations at the American Hospital in Paris on 20 February. Since, because of his cover there could be no LNHARP connection, CASASIN's dependents made arrangements for their physicals as private citizens, on the pretense that they required statements that they were in good health in order to obtain insurance. Obviously, forms 88 were not prepared; the attached certificates of good health and freedom from contagious disease are all that is normally given to private individuals in France. We hope they suffice.

DENISE H. ZEHNGRAFF

Attachment - U/S/C via TNP
As Stated Above

Distribution:
3-Chief, Eur-Div w/att usc-tnp

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER: OFPT-13339

DATE: 11 March 1968

CLASSIFICATION: SECRET

HQS FILE NUMBER

14-00000

S E C R E T

Chief of Station, Paris

Chief, EUR
Administrative/Personnel/Medical
Dependents of Thomas B. CASASIN

The Office of Medical Services has advised that Thomas B. CASASIN's dependents did not take physical examinations prior to their PCS return to Paris. So that CASASIN's dependents may be fully covered under the Overseas Medical Program, it is essential that arrangements be made for their physicals to be taken in the field and the results forwarded to Headquarters as soon as possible.

Daniel J. LHURIGAN

DISTRIBUTION:
3-COS, Paris

20 OCT 1967

OFPS-10932

S E C R E T

1-E/REG
1-E/PERS
1-OMS
1-E/F

E/Pers GWOWENS mm 6913

OMS

C/E/F

14-00000



14-00000

SECRET
(When Filled In)

OFFICIAL USE ONLY (until filled in)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS

SECTION I — BIOGRAPHIC AND POSITION DATA

1. EMP SER NO	2. NAME (Last-First-Middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE/GRADE/STEP
006102	CASASIN THOMAS B (P)	M	01/20/24	GS-15-06

6. SD	7. POSITION TITLE	8. OFFICE OF ASSIGNMENT	9. LOCATION (Country, City)
D	OPS OFFICER	WE	PARIS, FRANCE

SECTION II — AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
JAPAN	TDY-60	50/07/01	50/09/01
US PACIFIC POSSESSIONS	TDY-60	52/07/01	52/10/01
ASIA AREA	TDY-60	53/06/01	53/07/01
JAPAN	PCS-VV	55/02/17	60/06/24

SECTION III — EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
BACH	LINGUISTICS, GENERAL	MICH UNIV.	45

FORM 1-67 444J
SECRET
GROUP 1 Excluded from automatic downgrading and declassification
(4-51)

CONFIDENTIAL
(When Filled In)

Complete in duplicate. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. The original of this form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) (First) (Middle): RICHARDSON, JACQUES G.
SOCIAL SECURITY NUMBER: 042-20-5339

1. RESIDENCE DATA

PLACE OF RESIDENCE WHEN INITIALLY APPOINTED: ESSEX, MARYLAND
LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad): ALEXANDRIA, VA.
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE: ALEXANDRIA, VA.
HOME LEAVE RESIDENCE: ALEXANDRIA, VA

2. MARITAL STATUS (Check one)

SINGLE	MARRIED	SEPARATED	DIVORCED	WIDOWED	ANNULLED
	✓				

IF MARRIED, PLACE OF MARRIAGE: ALEXANDRIA, VA.
DATE OF MARRIAGE: 25 JUN 49
IF DIVORCED, PLACE OF DIVORCE DECREE: —
DATE OF DECREE: —
IF WIDOWED, PLACE SPOUSE DIED: —
DATE SPOUSE DIED: —
IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S): —

3. MEMBERS OF FAMILY

NAME OF SPOUSE: HARRIETTE D.
ADDRESS (No., Street, City, Zone, State): 312 LAMOND PL, ALEX, VA.
TELEPHONE NO.: KI 9 1037

NAMES OF CHILDREN	ADDRESS	SEX	DATE OF BIRTH
PAMELA A.	SAME	F	19 SEP 50
MICHELLE D.	"	F	5 SEP 53

NAME OF FATHER (Or male guardian): JOHN B. RICHARDSON
ADDRESS: 2948 WYMAN PKY, BALTO, MD
TELEPHONE NO.: BE 5-5240
NAME OF MOTHER (Or female guardian): DECEASED
ADDRESS:
TELEPHONE NO.:

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY. NONE

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME ~~(Mr., Mrs., Miss)~~ (Last-First-Middle): THEODORE G. DRISCOLL
RELATIONSHIP: MOTHER-IN-LAW
HOME ADDRESS (No., Street, City, Zone, State): 722 S. ROYAL ST, ALEX, VA.
HOME TELEPHONE NUMBER: TE 6-8506
BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE: WHARTON-POTTER, N. FAIRFAX ST, ALEX., VA.
BUSINESS TELEPHONE & EXTENSION: KI 9-4330

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.) CONOVER-MAST PUBL'NS INC. 205 E. 42 ST, NEW YORK 17, N.Y.
YES / NO ✓

IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)
YES ✓ / NO

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.)
YES / NO ✓

The persons named in item 3 above may also be notified in case of emergency. If such notification is not desirable because of health or other reasons, please so state in item 6 on the reverse side of this form.

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

14-00000

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5. VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

CLARENDON TRUST CO., ARLINGTON 10, VA.
JACQUES G. RICHARDSON } JOINT
HARRIETTE D. RICHARDSON

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? ☐ YES ☑ NO. (If "Yes" where is document located?)

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?
☑ YES ☐ NO. (If "Yes" give name(s) and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY? ☑ YES ☐ NO. (If "Yes", who possess the power of attorney?)

WIFE HAS IN POSSESSION

5. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT	DATE	SIGNATURE
Washington, D.C.	31 July 62	Jacques G. Richardson

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RYBAT SEPARATE COVER ATT:

BIOGRAPHIC DATA SHEET

NAME: RICHARDSON, Jacques Gabriel **DOB:** 20 January 1924

GRADE: GS-14 Date of Grade 16 January 1955

MARITAL STATUS: Married **DEPENDENTS:** Wife
Daug - age 11
Daug - age 8

CAREER SERVICE DESIGNATION: D

EDUCATION:

1940-42 Sir George Williams College, Canada - French
1942 Trinity College, Conn. - French (½ year)
1945 Univ of Michigan - BA (1947), Oriental Civilization, Japanese
1951-52 Georgetown Univ. - International Relations

PRIOR ORGANIZATIONAL EMPLOYMENT:

1940-41 Jacoby Photographers, Montreal, Canada - Photo Tech (part-time).
1941-42 T. Eaton Co., Ltd (dept store), Montreal, Canada - Salesman (part-time).
1943-48 Military Service, U. S. Army, 1st Lt.(1946-48, G-2 Japan).
1949 Guide Publishing Co., Baltimore, Md., County Editor of weekly newspaper (4 months).
1949 Housing Authority of Baltimore City, Md., - Planning Admin. officer (6 months).
1955-56 Seikei Univ., Tokyo, Japan - Current Affairs English Seminar Leader (part-time).

LANGUAGE PROFICIENCY:

French - Reading and Writing - Elementary; Speaking - Native (Oct 1960).
Japanese - Reading andSpeaking - Elementary; Writing - Intermediate.

MILITARY RESERVE STATUS: NONE

ORGANIZATIONAL TRAINING:

1950 Basic Intel
1950 Staff Orient
1950 Ops
1950 Adv Ops
1950 Intel Orient
1950 Ops Famil
1950 UTGA
1951 Documentation
1954 Counterespionage
1954 Audio Surv Mgmt
1954 Ops Audio Surv Eq
1954 Flaps and Seals
1960 Intel Rptg Tech
1960 Cland Serv Review
1961 Mgmt Course
1961 IBM Program. Orient. Course

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RYBAT SEPARATE COVER ATT:

BIOGRAPHIC DATA SHEET

RICHARDSON, Jacques Gabriel

ORGANIZATIONAL EMPLOYMENT:

Nov 1949	I.O., GS-7, OPC/OPS St/FBD Area III, Hqs
Oct 1950	I.O., GS-9, OPC/FE-3/Ch, Soviet Desk, Hqs
Apr 1951	I.O., GS-11, OPC/FE/Dep Ch, FE-3, Hqs
Jan 1952	Ops Off, GS-12, OSO/SR/Dep Ch, SR-5, Hqs
	June - Oct 1952, TDY Hawaii, Alaska & Pearl Harbor
	June - Jul 1953, TDY Japan and Korea
Jul 1953	I.O., GS-13, KUDOVE/SR/Ch, SR-5, Hqs
Jan 1954	Area Ops Off, GS-13, KUDOVE/SR/COPs/Ch, Spec Def Rec Proj, Hqs
Feb 1955	Area Ops Off, GS-14, KUDOVE/SR/FE/Japan/Ch, USSR Base, Tokyo
	Oct - Nov 1955, TDY Hong Kong, Thailand, Malaya and Burma
Mar 1956	Area Ops Off, GS-14, KUDOVE/SR/Tokyo Sta/Dep Ch, Sov Br, Tokyo
	Nov - Dec 1956, TDY Hong Kong and Australia
Oct 1957	Area Ops Off, GS-14, KUDOVE/SR/Tokyo Sta/Ch, Ops Br, Tokyo
Oct 1960	Ops Off, GS-14, KUDOVE/SR/Ch, Branch 6, Hqs

PERSONNEL EVALUATION:

Fitness Report, 10 April 1958 - 31 March 1959 "Subject continues as one of the most capable, professional and hard working of the branch chiefs in the station. Working against a tough denied area problem, he demonstrates imagination, drive, excellent area background and knowledge, and a high degree of productivity. He definitely has the potential for an even more responsible position." Fitness Report, 1 April 1959 - 24 June 1960 "In most respects, this officer is one of the best I have known in this agency. He has a broad and deep knowledge of his target area, as well as of his 'host country'; an excellent and proven degree of operational 'know-how'; the ability to write and speak lucidly and effectively and with apparent ease; and a very high degree of motivation and devotion to duty." Fitness Report, July 1960 - October 1961 "Subject supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well."

RYBAT

SECRET

14-00000

SR/SS

JR18

1 February 1962

MEMORANDUM FOR: Central Cover Group/Non-official Cover

VIA : SR/SS

SUBJECT : Cover requirements for Thomas B. CASASIN (P)

1. Information keyed to your format "Nonofficial Cover Request for Individual" is transmitted herewith.

2. SR would like to have a durable, permanent cover established for Thomas B. CASASIN as quickly as possible. CASASIN is presently a staff employee in Headquarters. He will be available to develop and undertake cover preparations as soon as Cover Group has completed the necessary arrangements.

3. It will be convenient for CASASIN to discuss cover plans and preparations with you whenever you wish. Miss Ruth Paul (ext. 3839) will serve as Headquarters case officer and will be pleased to provide any supplementary information you may require.

John Gerry
Chief, SR/2

Attachment:
As stated in Para 1, 2 cy

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LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6)	2. I.D. NO.
[illegible]	[illegible]

3. NAME (7-24) LAST / FIRST / MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27)
Richardson, Jacques G.	SR	Japanese	379

7. DATE OF TEST 46-51	8. ANNIVERSARY DATE	9. GRADE	10. DATE OF BIRTH
Mar. 5, 1960	Mar. 5, 1963	15	Jan. 20, 1924

11. REASON FOR TAKING TEST

X	APPLY FOR AWARD
	ESTABLISH SKILL LEVEL

12. TEST SCORES

READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
-	-	-	I	I

13. ELIGIBILITY (39)

	A
X	M
	NA

14. TYPE OF AWARD

ACHIEVEMENT (A) / MAINTENANCE (M)	ELEMENTARY (E) / INTERMEDIATE (I) / HIGH (H)	READING (R) SPEAKING (S) / COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
M	I		

15. INELIGIBLE (REASON)

16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF $ 100.00 (40-45)

SIGNATURE

DATE

17. I CERTIFY THAT FUNDS ARE AVAILABLE

OBLIGATION REF. NO.

CHARGE ALLOTMENT NO.

SIGNATURE

REMARKS

FORM 5-60 1273 OBSOLETE PREVIOUS EDITIONS

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(10-45)

TLO COPY

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OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mary
E/Pers.

DATE: 3 October 1967

FROM : Registrar/OMS

SUBJECT: Richardson, Jacques G.

Subject has been evaluated by OMS and found to be qualified for proposed assignment.

DONALD W. FARLEY
ASSISTANT REGISTRAR

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

Memorandum

TO : Mary
E/Pers.

DATE: 3 October 1967

FROM : Registrar/OMS

SUBJECT: Dependents of Richardson, Jacques

No medical disposition. Dependents will be evaluated when physicals are received.

DONALD W. FARLEY
ASSISTANT REGISTRAR

SECRET

13 September 1960
File No. [illegible]

MEMORANDUM FOR: Chief, [illegible]

ATTENTION : Security Officer

SUBJECT : [illegible]
Establishment of Official Cover Backstop

REFERENCE : Form 1322, dated 9 September 1960.

1. In compliance with above reference, official cover backstopping which utilizes the ~~U. S. Army Scientific Liaison and Advisory Group~~ has been established for the above-named individual. All information concerning this cover arrangement is available in the Official Cover and Liaison Section, CCD.

2. It is requested that OCL/CCD be notified when this cover arrangement is no longer required. Any changes in the Subject's Headquarters status should be coordinated with this office for the determination of need for continued documentation and cover.

3. Subject has been issued Unit ID Card No. [illegible] for domestic use only. In accordance with arrangements made with Offices of Security and Personnel, the above documentation will be picked up by a CPB representative for any individual making a PCS move from Headquarters or an overseas TDY trip. In the case of the PCS traveler, CPB will return this documentation to OCL/CCD for disposition. For the TDY traveler, this documentation will be retained by CPB and returned to the TDY traveler upon completion of the trip. In the event of a resignation from the Agency, OCL/CCD will obtain the documentation from the employee at the time of the employee's debriefing conference.

/S/ PAUL P. STEWART

JOSEPH M. ADAMS
Chief, Official Cover & Liaison, CCD

cc: Personnel Security Division,
Office of Security

SECRET

A. General Information

(1) Thomas B. CASASIN (P). Aliases: John F. Reynolds, John R. Williams, John F. Martin, Mr. Black, John J. Kennedy, Lt. Col. Williams, Mr. Robbins, John Raincy, Mr. Richards, Mr. Roberts. Cover development has not been previously requested.

(2) Staff employee, GS-14, Step 5; total compensation under cover should be publicly within range of current actual compensation.

(3) Employee: fully cleared; wife previously had CSA for contract work in Japan, not overtly affiliated with CIA (cover was Army). Spouse is aware of employee's status.

(4) Medical status OK

(5) Employee has had psychological assessment and technical interviews. Results presumably satisfactory.

(6) Current cover: industrial liaison officer, Army Scientific Liaison and Advisory Group. Previous cover (Nov 1954-Sep 1960): supervising foreign affairs specialist, Detachment 1, Army Property Disposal Sales Agency, APO 94, San Francisco. Earlier cover (Nov 1949-Nov 1954): editor, International Press Section, USIA, in Washington. All were backstopped.

(7) New cover can be assumed at any time.

(8) Proposed departure date overseas is roughly summer 1962, but is flexible.

(9) SR/Support and SR/COA funds will be available to support any operational expenses and financial commitments made to the cover organisation.

B. Biographic Information

(1) DPOB: 20 January 1924, Baltimore, Maryland. Male, caucasian. Married, two children (girls, 8 and 11). Current address is 312 Lamond Place, Alexandria, Virginia. Previous address was 344-C 3 chome Harajuku, Shibuya-ku, Tokyo, Japan.

(2) Adult dependent to accompany is wife, who resides with employee, and on whom bio data is available in the Office of Security. Both minor daughters would accompany overseas.

14-00000

(3) Education: BA, U of Michigan; graduate work in international relations at Georgetown University.

(4) Professional experience: part-time work during college years as apprentice and journeyman photo technician; part-time work as photo equipment salesman; newspaper assistant editor, about $2,100 per annum; assistant to chief, planning division of housing authority of major city, $3,100 per annum; employed since then by CIA, pay range of $3,800 to $13,250 per annum.

(5) Outside interests: photography, including own processing; writing, editing non-fiction and some fiction; gardening and do-it-yourself wood and metal working; interest in mechanics and electricity; interest in organization, management, and administrative planning; member, British Interplanetary Society; former associate member, American Astronautical Society; former member, Japan Rocket Society. Interested in sports cars and other high quality automobiles and trucks. Skiing, swimming, horseback riding, hiking, camping, alpinism.

(6) Objective personality evaluation: An exceedingly well-equipped operations officer, combining an excellent knowledge of the target area and of the base country with proven operational know-how and a mature, dynamic, self-confident personality. Has a great facility to express himself in writing and orally. Very effective in dealing with people on various levels, poised and businesslike.

(7) Financial status: almost wholly dependent upon job income. Outstanding debt is mortgage on house (about $20,500).

(8) Previous foreign residence: Canada, 5 years; Japan, 8 years. Tourism and official travel (including war service) for shorter periods to the UK, France, Belgium, The Netherlands, West Germany, Switzerland, Italy, Austria, Denmark, Japan, Korea, Okinawa, Hong Kong, Thailand, Burma, Malaya, British North Borneo, Australia, and the Philippines.

(9) Speaks French and Japanese (tested in both).

C. <u>Security Considerations</u>

(1) Employed by CIA 12 years and two months. Security approval is TOP SECRET dated 10 June 1949.

(2) Employee will know specifically of CIA interest.

(3) Employee has had normal staff employee access to CIA buildings.

(4) Identification of CIA connection to others: a few close friends and neighbors are aware that employee has worked for CIA since spring 1961 on detailed basis from Pentagon. Employee has been exposed to foreign intelligence services, but always under alias, and in all cases but one for short, one-time purposes. Exception: the Japanese, who know employee as John Reynolds. Turned up once in a Japanese police report as a

14-00000

SECRET

possible intelligence-connected person after having been accosted by a Japanese policeman in a CIA safehouse which had evidently been compromised without Station's knowledge. Government claimed no knowledge of employee's intelligence connections. Employee has one close acquaintance in proposed area of assignment who knows of employee's true connections. Acquaintance is former staffer, discreet, and who wants to protect his own reputation and status locally.

(6) There are no other known problems bearing on security.

(7) Employee has used overseas cover designations and Headquarters' "Army Scientific Liaison and Advisory Group" and USIA for cover backstopping for non-operational purposes.

(8) After the forthcoming tour, it is hoped that the employee will be able to continue in a non-official cover capacity, or convert to the most appropriate official cover dictated by operational and administrative planning needs.

(9) This is a request for permanent cover.

(10) Theodore G. Driscoll, 722 S. Royal Street, Alexandria, Virginia. Father-in-law of employee. He is not witting of Subject's CIA employment.

(11) Insurance: WAEPA and "Eisenhower" payroll-deducted insurance. Have personal policy with Massachusetts Mutual, taken out while under Army cover. Wife is beneficiary in all cases.

(12) No Selective Service or reserve status or responsibility.

D. Operational Information

(1) Type of Operation

FI-CA management of large group of agents earlier recruited by others for REDWOOD purposes, including termination of marginal assets.

Spotting, assessment, and reporting potential new recruits.

Recruitment of agent-candidates outside the country of assignment when necessary.

Clandestine support and communications of own and others' operations.

Other tasks set out by Station, within cover and time-available capability.

(2) Location

Paris, France. Alternates: Brussels, Belgium; Luxembourg; Geneva, Switzerland.

SECRET

(3) Employee should be relatively free to travel on short trips to nearby countries of Western and Middle Europe. Times and intervals will probably be dictated by the Paris Station.

(4) Special groups the employee should be able to contact

Although it is not essential, it would be desirable if the employee's cover permitted him to initiate and maintain contacts in the scientific, technological, commercial and engineering fields.

(5) Income directly attributable to cover should be in the range of $10,000 per annum, with supplementary income attributable to commissions, retainers, piece work fees, personal resources, etc.

(6) Employee should be able to devote upward of 30 hours per week to operational duties.

(7) Communications channels desired

Communications will be (a) directly with Station; (b) indirectly with Station via dead-drop, S/W, accommodation addresses, cut-outs, or any combination of these, or (c) in unusual circumstances via Headquarters or third country points. It is not desired that the cover facility provide an operational communication channel.

(8) Cover Suggestions

Suitable covers might include: technical publication representative, correspondent, or editor; book or manuscript agent or publisher's representative; corporation, service, or management consultant's representative; prestige or representational agent for large firm, service, institute, or association. The cover vis-a-vis the target is less important than the status afforded by the cover to the eyes of the host government, i.e., a reason for being there.

ST